

**Town of  
Reading  
Massachusetts**



**ANNUAL REPORT**

**1995**



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# Town of Reading

## 16 Lowell Street

## Reading, MA 01867-2685

FAX: (617) 942-9070

**TOWN MANAGER**  
**(617) 942-9043**

To the Residents of Reading:

The following pages contain the complete 1995 Annual Report for the Town of Reading. This report supplements the Summary Annual Report that was printed in the March 3, 1996 issue of the Suburban News. The Reading Municipal Light Department has prepared a separate Annual Report which is available from their offices at 230 Ash Street in Reading.

1995 was an extremely busy year in the community. A great deal of progress was made in a number of areas, and there were a lot of changes.

Perhaps the largest area of change was in the School Department, and the community celebrated Superintendent Robert Munnely's retirement, and was delighted to welcome Superintendent Harry Harutunian to the community.

The Annual Report will talk about a lot of the highlights in the individual departments. Two of the common elements throughout this report is an emphasis on the continuing improving financial health of the community, and our progress in capital improvements. The community had long neglected its buildings, roads, equipment and other physical elements of the community that make the community run. 1995 was the year of significant progress in reducing the backlog of capital items that we needed to deal with. Certainly the major item was the ground breaking and beginning of construction on a new Parker Middle School which will be completed in 1997.

Reading continues to be a caring community, and one where volunteerism is essential to its continued success. Hundreds of volunteers continue to support this community on elected/appointed boards and commissions, in helping the elderly of the community, and coaching and otherwise assisting our youth, and in raising funds to support many activities of the community that are not supported through the tax dollars.

I hope residents will read this report of Reading's 1995 activities and improve their understanding and appreciation for the community in which they live. As always, I or any of the Town's staff, will be happy to answer any questions you may have.

Peter I. Hechenbleikner  
Town Manager

## ACCOUNTING AND FINANCE DEPARTMENT

### Accounting

The Accounting Department is responsible for ensuring that all financial transactions of the Town are in compliance with legal requirements, and are properly recorded on a timely basis. Additionally, the Accounting Department maintains all financial records of the Town in order to develop all of the financial reports and schedules that are required to provide meaningful and accurate information for decision making. The 1995 audit report is included as part of the Annual Report.

### Assessment

Assessment of property is the first step in the process of tax revenue collection for the Town of Reading. The Assessment Division's function is to provide for the fair and equitable assessment of all taxable real and personal property. The Assessors must annually determine the tax levy and obtain state approval of the tax rate, so that the bills can be issued in a timely manner. This year was a year for the revaluation of all real estate. It was accomplished by the Town without hiring an outside firm to measure and list or value property. The tax rate for Fiscal 1996 was set at \$16.38 per thousand, a decrease of \$0.96 per thousand over the Fiscal 1995 rate of \$17.34 per thousand.

The total assessed value of all of the 8000+ properties in the Town of Reading for Fiscal 1996 is \$1,568,286,100, an increase in value of \$139,692,800 over Fiscal 1995. The breakdown of property by types and percentages is as follows:

Residential	\$1,431,604,500	91.29%
Commercial	108,716,700	6.93%
Industrial	15,252,000	.97%
Personal	12,712,900	.81%
<b>TOTAL</b>	<b>\$1,428,593,300</b>	<b>100.00%</b>

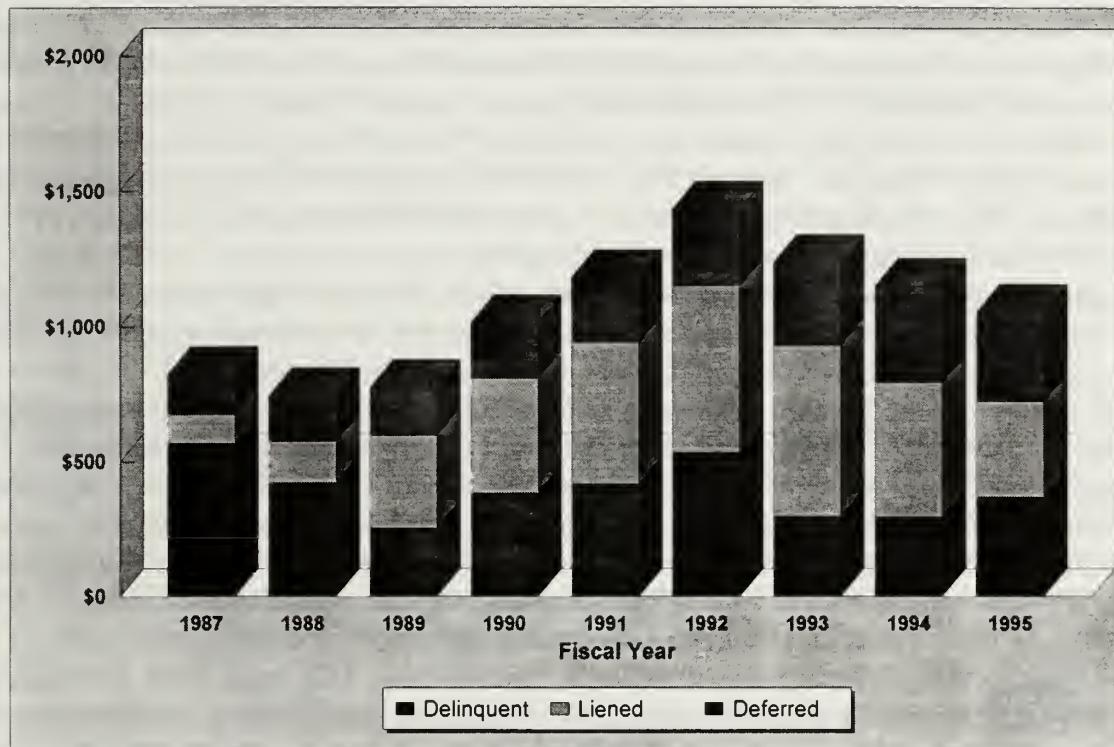
Since the Town's residential property is over 90% of the value, the Board of Assessors again recommended and the Board of Selectmen concurred that it is wise to keep the tax rate the same for all classes of property. Shifting of the tax burden to commercial properties would be an enormous burden to the businesses, with very little tax relief for individual property owners. At the classification hearing, the Board of Selectmen also decided not to shift the tax burden within the residential class to non residential owners, or to adopt a small commercial property exemption.

### Collection Of Taxes

The Town Collection function reports success for the third year in reducing the total of delinquent, liened, and deferred real estate taxes. Delinquent taxes had been rising dramatically from 1990 to 1992 (see chart). The total outstanding property taxes of \$1,051,000 at the end of Fiscal Year 1995 shows a particular drop in the amount of liened property taxes outstanding.

**Town of Reading, Massachusetts**  
**Outstanding Property Taxes at End of Fiscal Year**  
**Last Nine Fiscal Years**

**Amount  
Outstanding  
('000)**



**Outstanding Property Taxes  
(amounts expressed in thousands)**

Fiscal Year Ended June 30,				Totals
	(1) Delinquent	(2) Liened	(3) Deferred	
	\$	\$	\$	\$
1987	568	108	146	822
1988	423	151	168	742
1989	255	341	176	772
1990	384	423	203	1,010
1991	416	524	238	1,178
1992	531	617	283	1,431
1993	297	632	305	1,234
1994	295	496	355	1,146
1995	369	354	328	1,051

(1) Unpaid real estate and personal property taxes (including taxes in litigation) that have not been converted into tax liens.

(2) Includes real estate taxes, interest to date of taking, and certain costs of converting delinquent taxes to tax liens.

(3) Real estate taxes that remain unpaid through tax deferral and recovery agreements.

## Accounting and Finance Department

Increased expenditures for Land Court foreclosure proceedings have resulted in the payment of taxes previously liened. Nearly one third of the \$1,051,000 outstanding taxes, or \$328,000 are deferred taxes, which will be collected when the elderly persons who deferred paying taxes are no longer the owners of their homes. In Fiscal 1996, the continuing pursuit of outstanding receivables netted the Town \$290,000 through December of 1995. Only 69 property owners remained delinquent for Fiscal 1995 real estate taxes as of January 1, 1996.

Lien Certificate activity continued to decline in Fiscal 1995 as rising interest rates slowed the refinancings of mortgages. A total of 818 certificates were processed, netting \$20,450 to the general fund. The lowering of interest rates by the Federal Reserve late in calendar 1995 and early in 1996 should bring renewed lien certificate activity.

Excise taxes brought considerable revenue to the Town. The increase over estimated figures helped to increase the Town's free cash position at the end of the fiscal year. \$1,780,261 was realized, or \$379,532 over the Fiscal 1994 collection. The Department of Revenue warns, however, that part of the increase was due to an early billing in May, 1995, which normally would have been released by the Registry of Motor Vehicles in July, 1995. The marking system at the State Registry of Motor Vehicles whereby the Registry does not renew licenses and registrations for delinquent excise tax payers, which is a very effective tool in excise collections. Fiscal 1995 saw a catch up of a back log of such excise bills, and the resulting increase in collections.

### Data Processing

The Data Processing Division serves all Town departments, including those at Town Hall, School, Library, Fire, Police and School. The Town's main computer system, a VAX 11-750 was purchased in 1982, and replaced in 1993 with a 3100-80 MICROVAX. Software for the Town's operations is written in the ADMINS language, which is a fourth generation C-based language. Administrative functions in the School Department are served by the Town's Data Processing Division, soon to be renamed the Technology Division.

Over the years, the Town has added personal computers to replace the "dumb" terminals, which could only be used for VAX related purposes. The PC's can be used as an input device to the main system or as a standalone to use PC based applications such as Lotus, Ami-Pro and D-Base. The Town's capital plan reflects this philosophy, with all dumb terminals having been replaced by PC's in Fiscal 1996 and a Local Area Network (LAN) being planned for Fiscal 1997.

It is hoped that a fiber optic cable will be available in the future to link schools, town government, and citizens to the information super highway via a Municipal Area Network (MAN). Reading is endeavoring to keep abreast of the opportunities created by modern communication technology.

### Personnel

The Finance Department administers personnel for the Town under the direction of the Town Manager, and for the School Department under the direction of the Superintendent of Schools. Retiree and Light Department personnel issues are also handled by this division.

## Accounting and Finance Department

Employee benefits such as health insurance, deferred compensation, cafeteria benefits, disability insurance, sick leave bank, workers' compensation, and personal leave are administered through the Division. Workers' Compensation was changed from a self insured program to a premium based program, through MIIA, the Massachusetts Interlocal Insurance Association. The number of long term cases has been dramatically reduced. The MIIA Health Insurance program has also proved to be very successful. Blue Cross/ Blue Shield products offered to Town employees had no increase on March 1, 1995 and a 5 % decrease on March 1, 1996.

The Town Sick Leave Bank Committee consisting of delegates from member unions and non-union Town Manager appointees continued in existence for the administration of the Sick Leave Bank which was created in 1992. As of January 1, 1996, there are 71 employees as members of the Bank and a total of 4,646.1 hours available for distribution.

### Treasurer

Interest earnings rates increased in Fiscal Year 1995, with money market rates for the fiscal year averaging 4.11 %. Long term investments (C.D.'s held fully collateralized for six months to a year's maturity at South Boston Savings Bank) averaged 5.09 %. Total interest earnings on the general fund were \$617,232, or \$254,732 over the general fund earnings in Fiscal 1994. The additional earnings helped to increase the Town's free cash position at fiscal year's end.

The Town Treasurer borrowed a total of \$9,683,000 in Fiscal 1995 at interest rates ranging from 3.146 % to 4.22 % net interest costs. Borrowing was temporary, in anticipation of permanent financing at a future date. Projects funded were as follows: \$2,000,000 RMLD construction; \$6,346,000 Birch Meadow and Joshua Eaton Schools; \$300,000 High School. roof; \$172,000 school boilers; \$750,000 Parker Jr. High Architect's Fees; \$115,000 Walkers' Brook Drive Environmental Cleanup.

The Town's Trust Fund Commissioners continued to expand the Reading Response program, which provides skilled health care services, respite care, medical transportation, and Lifeline emergency call systems to Reading citizens who meet specific health and income guidelines. A total of \$141,267 was dispersed from the Hospital Trust funds in FY 1995 to aid Reading's citizens. Additional gifts to the fund amounted to \$300 and investment income was \$241,818.

Disbursements from the Library Trust Funds amounted to \$3,885 in FY 1995 for items voted by the Library Trustees for library purposes.

Scholarships and awards to students from the income of Scholarship Trusts were in the amount of \$3,950; and \$750 was paid out to exemplary teachers from the Berger Trust Fund in FY 1995.

New cemetery bequests were \$48,380 in FY 1995, with \$66,883 transferred to the Town for cemetery upkeep and \$131,996 earned in investment income for the Cemetery Funds.

The Trust Fund Commissioners, by law, may invest trust funds in stocks and bonds as well as money market funds. Through the Commissioners' expertise and good judgment, the total portfolio earned \$395,308 or an average of approximately 7.72 % on a cash basis.

## REPORT OF THE TOWN COLLECTOR

12 MONTHS ENDING JUNE 30, 19954

### 1995 REAL ESTATE

Committed Dec. 13, 1994	\$ 24,912,152.69
Refunds	90,307.79
Interest & Costs Collected	35,489.66
Abatements	\$ 148,703.36
Paid to Treasurer	24,279,246.61
Subsequent Tax Title	155,676.85
Deferred Taxes	65,617.84
Uncollected June 30, 1995	<u>388,705.48</u>
	<u>\$25,037,950.14</u>
	\$25,037,950.14

### 1994 REAL ESTATE

Balance July 1, 1994	\$ 306,805.12
Refunds	75,205.25
Interest and Costs Collected	44,671.93
Abatements	\$ 20,583.36
Paid to Treasurer	341,727.83
Tax Title	63,637.30
Deferred Taxes	<u>733.81</u>
	<u>\$ 426,682.30</u>
	\$ 426,682.30

### 1995 PERSONAL PROPERTY

Committed Dec. 13, 1994	\$ 210,354.28
Refunds	244.67
Interest and Costs Collected	415.83
Abatements	\$ 627.88
Paid to Treasurer	203,969.66
Uncollected June 30, 1995	<u>6,417.24</u>
	<u>\$ 211,014.78</u>
	\$ 211,014.78

### 1994 PERSONAL PROPERTY

Balance July 1, 1994	\$ 7,482.22
Interest and Costs Collected	265.35
Paid to Treasurer	\$ 2,849.47
Uncollected June 30, 1995	<u>4,898.10</u>
	<u>\$ 7,747.57</u>

### 1995 MOTOR VEHICLE EXCISE

Committed 1995	\$ 1,510,813.56
Refunds	12,209.08
Interest and Costs Collected	9,390.91
Abatements	\$ 57,009.79
Paid to Treasurer	1,427,586.25
Uncollected June 30, 1995	<u>47,817.51</u>
	<u>\$1,532,413.55</u>

### 1994 MOTOR VEHICLE EXCISE

Balance June 30, 1994	\$ 40,601.59
Committed 1995	355,262.89
Refunds	11,158.35
Interest & Costs Collected	6,800.50
Registry Fees	3,640.00
Abatements	\$ 24,448.57
Paid to Treasurer	378,431.69
Uncollected June 30, 1995	<u>14,583.07</u>
	<u>\$ 417,463.33</u>

### 1993 MOTOR VEHICLE EXCISE

Balance June 30, 1994	\$ 12,478.87
Committed 1995	188.75
Interest and Costs collected	1,303.06
Abatements	\$10,990.85
Paid to Treasurer	2,959.83
Uncollected June 30, 1995	<u>20.00</u>
	<u>\$ 13,970.68</u>

### PERMITS

Permits Issued:

Building	\$ 107,720.48
Electric	20,767.00
Plumbing	13,092.00
Gas	4,352.00
Certificates of Inspection	10,000.00
Paid to Treasurer	<u>\$ 155,931.48</u>
	<b>\$ 155,931.48</b>

### WATER CHARGES

Balance July 1, 1994	\$ 194,306.66
Committed 1995	1,867,028.82
Refunds	848.62
Abatements	\$ 3,522.26
Paid to Treasurer	1,607,230.65
Discount for Timely Payments	142,230.96
Added to 1995 Taxes	86,730.88
Uncollected June 30, 1995	<u>222,469.35</u>
	<b>\$ 2,062,184.10</b>

### SEWER CHARGES

Balance July 1, 1994	\$ 452,365.64
Committed 1995	3,684,117.35
Refunds	3,714.62
Abatements	\$ 7,434.43
Paid to Treasurer	3,183,423.57
Discounts for Timely Payments	286,096.86
Added to 1995 Taxes	216,730.34
Uncollected June 30, 1995	<u>446,512.41</u>
	<b>\$ 4,140,197.61</b>

### ADDITIONAL WATER CHARGES (SPMs-SPCs-Sprinklers)

Balance July 1, 1994	\$ 5,352.17
Committed 1995	50,398.22
Paid to Treasurer	\$ 50,576.55
Added to 1995 Taxes	1,815.82
Uncollected June 30, 1995	<u>3,358.02</u>
	<b>\$ 55,750.39</b>

### BETTERMENTS

Balance July 1, 1994	\$ 839.20
Committed 1995	5,390.95
Paid to Treasurer	\$ 4,616.13
Added to 1995 Taxes	627.21
Uncollected June 30, 1995	<u>986.81</u>
	<u>\$ 6,230.15</u>

### CERTIFICATES OF MUNICIPAL LIEN

Certificates and Releases	\$ 20,432.00
Paid to Treasurer	\$ 20,432.00

### 1993 MOTOR VEHICLE EXCISE

Balance July 1, 1993	\$ 42,625.84	\$
Committed 1993	238,403.06	
Refunds	8,823.79	
Interest and Costs Collected	9,455.07	
Abatements		19,023.32
Paid to Treasurer		264,881.44
Uncollected June 30, 1993		15,403.00
	<u>\$ 299,307.76</u>	<u>\$ 299,307.76</u>

### 1992 MOTOR VEHICLE EXCISE

Balance July 1, 1993	\$ 19,339.30	\$
Committed 1993	4,668.67	
Refunds	604.59	
Interest and Costs Collected	2,925.72	
Abatements		1,253.44
Paid to Treasurer		13,805.97
Uncollected June 30, 1993		12,478.87
	<u>\$ 27,538.28</u>	<u>\$ 27,538.28</u>

### 1991 MOTOR VEHICLE EXCISE

Balance July 1, 1993	\$ 13,882.36	\$
Committed 1993	593.75	
Refunds	20.00	
Interest and Costs Collected	1,190.68	
Abatements		12,441.94
Paid to Treasurer		3,022.35
Uncollected June 30, 1994		222.50
	<hr/> <b>\$ 15,686.79</b>	<hr/> <b>\$ 15,686.79</b>

### WATER CHARGES

Balance July 1, 1993	\$ 170,062.98	\$
Committed 1994	1,429,529.30	
Refunds	1,574.47	
Interest	13,481.06	
Abatements		3,064.60
Paid to Treasurer		1,242,969.37
Discounts for Timely Payments		112,736.65
Added to 1994 Taxes		87,365.63
Uncollected June 30, 1994		168,511.56
	<hr/> <b>\$ 1,614,647.81</b>	<hr/> <b>\$ 1,614,647.81</b>

### SEWER RENTAL

Uncollected July 1, 1993	\$ 364,541.03	\$
Committed 1994	3,320,876.21	
Refunds	3,083.02	
Interest and Costs Collected	27,877.81	
Abatements		6,506.92
Paid to Treasurer		2,892,002.72
Discounts for Timely Payments		264,757.99
Added to 1994 Taxes		157,235.84
Uncollected June 30, 1994		395,874.60
	<hr/> <b>\$ 3,716,378.07</b>	<hr/> <b>\$ 3,716,378.07</b>

### TRASH

Uncollected July 1, 1993	\$ 71,951.48	\$
Refunds	399.29	
Interest and Costs Collected	3,985.26	
Abatements		78.89
Paid to Treasurer		33,482.91
Added to 1994 Taxes		25,761.08
Uncollected June 30, 1994		17,013.15
	<hr/> \$ 76,336.03	<hr/> \$ 76,336.03

### UNAPPORTIONED BETTERMENTS

Balance July 1, 1993	\$ 1,153.41	\$
Committed 1994	2,840.40	
Paid to Treasurer		1,530.25
Added to Taxes		1,359.69
Uncollected June 30, 1993		1,103.87
	<hr/> \$ 3,993.81	<hr/> \$ 3,993.81

### ADVANCE PAYMENTS

Committed 1994	\$ 4,341.73	\$
Paid to Treasurer		4,341.73
	<hr/> \$ 4,341.73	<hr/> \$ 4,341.73

### LIEN CERTIFICATES

Certificates and Releases	\$ 43,479.29	\$
Paid to Treasurer		43,479.29
	<hr/> \$ 43,479.29	<hr/> \$ 43,479.29

TOWN OF READING  
REAL ESTATE ABATEMENTS  
FOR PERIOD 01-JAN-95 TO 31-DEC-95

736	7 MORRIS MICHAEL T	LOWELL ST	276.24	30-MAY-95
1993	ABATEMENTS: 1	AMOUNT:	276.24	
366	7 FODERA GAETANO	THOMAS DR	669.27	28-NOV-95
629	7 LYNCH ROBERT R	SHELBY RD	188.60	28-NOV-95
737	3 MORRIS MICHAEL T	LOWELL ST	347.14	30-MAY-95
1994	ABATEMENTS: 3	AMOUNT:	1,205.01	
20	3 ANDOVER BANK	LINCOLN ST	969.31	13-APR-95
63	7 BENEVIDES JOAN	SOUTH ST	34.68	20-MAR-95
85	6 BORAK GARY P	WAKEFIELD ST	232.36	28-JUN-95
160	7 CASTELLI MICHAEL	WARREN AVE	247.96	18-APR-95
168	6 CHAMPA WILLIAM A	PUTNAM RD	62.42	22-FEB-95
181	6 CLARK FRANKLIN C	SOUTH ST	36.47	17-JAN-95
195	2 COLORUSSO RALPH A	ENOS CIR	17.34	13-APR-95
214	4 COSTA EDWARD	FOX RUN LN	31.21	13-APR-95
324	4 DWYER GERARD J	LONGFELLOW RD	142.19	31-JAN-95
328	3 EBBS LAWRENCE E	HAVERHILL ST	85.05	03-APR-95
351	1 FAZIO ENTERPRISES OF	MAIN ST	2,675.56	25-JAN-95
361	1 FIORELLO GEORGE F	FIELD POND DR	128.32	27-FEB-95
361	2 FIORELLO SUSAN M	BROOK ST	46.82	20-MAR-95
371	6 FODERA GIUSEPPE	E/S HAVERHILL ST	38.15	18-APR-95
383	4 FREEMAN JEANNE M	GRANT ST	109.24	27-FEB-95
406	4 GEORGS ALFRED	HAVERHILL ST	735.22	08-FEB-95
427	3 GRACILIERI ROBERT A	RIVERSIDE DR	156.06	03-APR-95
448	4 GUYOTT MARC	BRIARWOOD AVE	89.65	27-FEB-95
484	2 HIGGINS LOUIS J ETAL TRS	EMERALD DR	218.48	12-APR-95
492	6 HOLDEN ROBERT E	HAVEN ST	324.26	18-APR-95
517	3 IMBRIANO RALPH L JR	SANBORN LN	78.03	08-FEB-95
532	1 JOHNSON CAROL	WEST ST	185.54	25-JAN-95
656	6 MAHONEY ENEITH H	MILL ST	88.43	12-APR-95
667	6 MARFIONE RONALD J	DEBORAH DR	53.75	18-APR-95
679	5 MATATHIA SANFORD MATHEW	STONE WELL RD	428.30	03-APR-95
680	2 MATRULLO STEVEN M	PLYMOUTH RD	90.17	18-APR-95
746	5 MORRIS MICHAEL T	LOWELL ST	360.67	30-MAY-95
778	7 NIGRO EUGENE R	WOBURN ST	664.12	13-APR-95
792	2 O'BRIEN ARTHUR E	HAVERHILL ST	775.10	13-APR-95
832	5 PERRONE ANTHONY J	MAIN ST	1,179.12	13-APR-95
840	7 PIANI BRIAN	PEARL ST	55.49	27-FEB-95
849	5 PORTER RAYMOND F	BERKELEY ST	90.17	13-APR-95
849	5 PORTER RAYMOND F	BERKELEY ST	260.10	30-OCT-95
852	2 POWELL ROBERT E	FOREST ST	267.04	13-APR-95
900	5 ROBINSON ALVIN A	GRANGER AVE	95.37	12-APR-95
927	2 SAMALIS THOMAS A	BENTON CIR	157.79	28-NOV-95
931	6 SANTOSUSSO ALFRED	LILAH LN	306.92	18-APR-95
981	4 SMITH RONALD E	GROVE ST	374.29	17-JAN-95
981	4 SMITH RONALD E	GROVE ST	2,110.28	27-FEB-95
984	6 SOLLOWES JUDITH A	RANDALL RD	6.94	27-FEB-95
1,002	4 STITT BARBARA K	DEERING ST	154.33	12-APR-95
1,016	1 SUPINO MARK A	MAIN ST	430.03	18-APR-95
1,028	6 TARELLO BEATRICE Y	RUSTIC LN	112.71	28-NOV-95
1,029	2 TARMY WILLIAM G TR	CHUTE ST	369.34	22-FEB-95
1,053	1 TRIGLIONE JANET M	SUMMER AVE	1,602.22	31-JAN-95
1,055	4 TRYPHONAS VASILIOS E	HARTSHORN ST	339.86	12-APR-95

TOWN OF READING  
REAL ESTATE ABATEMENTS  
FOR PERIOD 01-JAN-95 TO 31-DEC-95

1,069	1	VARNEY PARRIS F	VARNEY CIR	230.62	27-FEB-95
1,069	1	VARNEY PARRIS F	VARNEY CIR	114.44	17-MAY-95
1,080	2	WALDRON EVANS W ETAL TRS	AUDUBON RD	20.81	25-JAN-95
1,089	3	WATSON STEPHEN	BRENTWOOD DR	332.93	18-APR-95
1,091	5	WEATHERBEE VIVIEN	RACHEL RD	3,369.16	17-JAN-95
1,122	2	WOOD DOROTHY	SCOUT HILL LN	221.95	20-MAR-95
1,133	6	ZAHLOWAY JOHN M	PINE RIDGE RD	71.09	18-APR-95

1995 ABATEMENTS: 53 AMOUNT: 21,377.86

**TOWN OF READING, MASSACHUSETTS**

General Purpose Financial Statements

Year Ended June 30, 1995

(With Independent Auditors' Report Thereon)

**TOWN OF READING, MASSACHUSETTS**

**General Purpose Financial Statements and Supplementary Schedules**

**Year Ended June 30, 1995**

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Independent Auditors' Report

The Board of Selectmen  
Town of Reading, Massachusetts:

We have audited the general purpose financial statements of the Town of Reading, Massachusetts, as of and for the year ended June 30, 1995, as listed in the accompanying table of contents. These general purpose financial statements are the responsibility of the Town's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit. We did not audit the financial statements of the Electric Enterprise Fund, which statements reflect total assets and revenues consisting of 78% and 91%, respectively, of the related proprietary fund types. Those financial statements were audited by other auditors whose report thereon has been furnished to us and our opinion expressed herein, insofar as it relates to the amounts included for the Electric Enterprise Fund, is based solely upon the report of the other auditors.

We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The Town has not maintained records of the cost of its general fixed assets and, therefore, a general fixed assets account group is not presented in the accompanying general purpose financial statements as required by generally accepted accounting principles.

As described in note 2, the financial statements of the Electric Enterprise Fund were prepared in conformity with the accounting practices prescribed by the Massachusetts Department of Public Utilities, which is a comprehensive basis of accounting other than generally accepted accounting principles.

As discussed in note 15 to the general purpose financial statements, the Town changed its method of accounting for self-insured health claims as of July 1, 1994, to adopt the provisions of Governmental Accounting Standards Board Statement No. 10, *Accounting and Financial Reporting for Risk Financing and Related Insurance Issues*.

In accordance with Government Auditing Standards, we have also issued a report dated October 6, 1995, on our consideration of the Town's internal control structure and a report dated October 6, 1995, on its compliance with laws and regulations.

The Board of Selectmen  
Town of Reading, Massachusetts  
Page Two

In our opinion, based upon our audit and the report of the other auditors, except that the omission of a general fixed assets group of accounts results in an incomplete presentation, as discussed in the third paragraph, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Town of Reading, Massachusetts, at June 30, 1995, and the results of its operations and cash flows of its proprietary and nonexpendable trust funds for the applicable years then ended, in conformity with generally accepted accounting principles, except for the Electric Enterprise Fund, which is in conformity with the basis of accounting described in note 2.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The supplementary information on pages 30 through 38, as listed in the accompanying table of contents, is presented for purposes of additional analysis and is not a required part of the general purpose financial statements of the Town of Reading, Massachusetts. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

The analysis of funding progress and revenues by source and expenses by type of the Town of Reading's Retirement System on pages 28 and 29 are not a required part of the general purpose financial statements but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures to this information, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

*KPMG Peat Marwick LLP*

October 6, 1995

Town of Reading, Massachusetts  
Combined Balance Sheet - All Fund Types and Account Group

June 30, 1995

(except for the Electric Enterprise Fund which is as of December 31, 1994)

	Governmental Fund Types		Proprietary Fund Types		Fiduciary Fund Types	Account Group		
	General Fund	Special Revenue Funds	Capital Projects Funds	Water and Sewer Enterprise Funds	Electric Enterprise Fund	Trust and Agency Funds	General Long-term Debt	Total (Memorandum Only)
<b>Assets and Other Debts</b>	<b>\$ 4,367,796</b>	<b>\$ 668,522</b>	<b>\$ 1,177,559</b>	<b>\$ 2,502,307</b>	<b>\$ 14,490,719</b>	<b>\$ 37,902,088</b>	<b>\$ -</b>	<b>\$ 61,108,991</b>
Cash and Investments (note 5)								
Investments with fiscal agents, at market (notes 5 and 14)								
Receivables:								
Property taxes (note 3):								
Delinquent	369,145	-	-	-	-	-	-	369,145
Subsequent year's levy	12,518,467	-	-	-	-	-	-	12,518,467
Deferred	328,459	-	-	-	9,535	-	-	337,994
Tax liens	353,792	-	-	-	70,264	-	-	424,056
Motor vehicle excise	64,050	-	-	-	-	-	-	64,050
User charges (net of allowance for uncollectibles)	3,904	-	-	1,648,000	2,834,675	-	-	4,486,579
Special assessments	42,283	-	-	32,222	-	-	-	74,505
Intergovernmental	6,688	4,264	130,712	-	-	-	-	237,295
Accrued interest	122,710	-	-	-	-	-	-	242,818
Other assets	-	-	-	-	497,891	120,108	-	499,141
Prepaid expenses	-	-	-	-	461,872	1,250	-	461,872
Inventory	-	-	-	58,195	785,020	-	-	785,020
Property, plant and equipment - net (note 13)	-	-	-	9,566,562	800,130	-	-	858,325
Amount to be provided for retirement of general long-term obligations	-	-	-	28,564,338	-	-	-	38,130,900
<b>Total assets and other debts</b>	<b>\$ 18,177,294</b>	<b>\$ 672,786</b>	<b>\$ 1,308,271</b>	<b>\$ 13,887,085</b>	<b>\$ 48,434,645</b>	<b>\$ 40,189,230</b>	<b>\$ 27,939,382</b>	<b>\$ 27,939,382</b>

See accompanying notes to general purpose financial statements.

Town of Reading, Massachusetts  
Combined Balance Sheet - All Fund Types and Account Group  
June 30, 1995

(except for the Electric Enterprise Fund which is as of December 31, 1994)

	Governmental Fund Types			Proprietary Fund Types			Fiduciary Fund Types			Account Group
	General Fund	Special Revenue Funds	Capital Projects Funds	Water and Sewer Enterprise Funds	Electric Enterprise Fund	Trust and Agency Funds	General Long-term Debt	Long-term Debt	Totals (Memorandum Only)	
<b>Liabilities and Fund Equity</b>	<b>\$ 701,348</b>	<b>\$ 28,803</b>	<b>\$ 360,501</b>	<b>\$ 73,078</b>	<b>\$ 3,759,005</b>	<b>\$ 54,892</b>				<b>\$ 4,977,627</b>
Liabilities:										
Warrants and accounts payable										
Accrued liabilities:										
Payroll	472,657	17,934								490,591
Withholdings	158,625									158,625
Compensated absences			107,179							2,618,610
Deposits										733,376
Settled claims										184,187
Self Insurance (note 15)										54,950
Other										433,457
Deferred revenue (note 3)	13,762,330									15,109,903
Accrued interest on bonds payable										85,378
Notes payable (notes 9)										9,683,000
Bonds payable (note 7)										8,705,000
Pension obligation payable (note 6)										15,743,500
Landfill closure and postclosure care costs payable (note 18)										
Deferred compensation (note 14)										
<b>Total Liabilities</b>	<b>\$ 15,279,147</b>	<b>\$ 153,916</b>	<b>\$ 7,928,501</b>	<b>\$ 480,871</b>	<b>\$ 12,656,469</b>	<b>\$ 2,210,071</b>	<b>\$ 27,939,382</b>	<b>\$ 66,648,357</b>		
Fund equity (deficit):										
Contributed capital										
Retained earnings:										
Reserved										8,415,152
Unreserved										33,404,221
Fund balances:										
Reserved by state statute	504,495									504,495
Reserved for:										
Encumbrances	263,157									1,210,393
Subsequent years' expenditures	375,000	21,500								478,500
Endowments										1,276,933
Employees' retirement system										23,671,517
Unreserved:										
Undesignated (note 10)	1,755,495	497,370	(7,567,466)							7,634,108
Total fund equity (deficit)	<b>\$ 2,898,147</b>	<b>\$ 518,870</b>	<b>(6,620,230)</b>	<b>\$ 1,3406,214</b>	<b>\$ 35,778,176</b>	<b>\$ 37,979,159</b>				<b>\$ 83,960,336</b>
Contingencies (notes 8 and 12)										
Total Liabilities and fund equity	<b>\$ 18,177,294</b>	<b>\$ 672,786</b>	<b>\$ 1,308,271</b>	<b>\$ 13,887,085</b>	<b>\$ 48,434,645</b>	<b>\$ 40,189,230</b>	<b>\$ 27,939,382</b>	<b>\$ 150,608,693</b>		

See accompanying notes to general purpose financial statements.

Town of Reading, Massachusetts  
 Combined Statement of Revenues, Expenditures and Changes in  
 Fund Balances (Deficits) - All Governmental Fund Types and Expendable Trust Funds  
 Year ended June 30, 1995

	Governmental Fund Types			Fiduciary Fund Types	Totals (Memorandum Only)
	General Fund	Special Revenue Funds	Capital Projects Funds	Expendable Trust Funds	
	\$	\$	\$	\$	\$
<b>Revenues:</b>					
Property taxes	24,699,594	-	-	-	24,699,594
Excise taxes	1,780,261	-	-	-	1,780,261
Penalties and interest on taxes	245,097	-	-	-	245,097
Payments in lieu of taxes	290,463	-	-	-	290,463
Charges for services	662,293	1,096,503	-	-	1,758,796
Licenses and permits	40,945	-	-	-	40,945
Intergovernmental	5,433,650	1,170,822	294,323	4,691	6,903,486
Special assessments	17,680	-	-	-	17,680
Fines	117,718	-	-	-	117,718
Investment income	617,232	-	-	882,359	1,499,591
Contribution	-	-	-	734,866	734,866
Other	12,206	74,933	-	33,051	120,190
<b>Total revenues</b>	<b>33,917,139</b>	<b>2,342,258</b>	<b>294,323</b>	<b>1,654,967</b>	<b>38,208,687</b>
<b>Expenditures:</b>					
General government	1,761,194	-	-	-	1,761,194
Public safety	4,788,608	232,113	-	-	5,020,721
Education	17,054,841	1,566,662	-	3,950	18,625,453
Public works and facilities	3,151,517	-	-	-	3,151,517
Human services	268,327	74,708	-	141,347	484,382
Culture and recreation	588,701	217,054	-	4,125	809,880
Employee benefits	4,786,074	-	-	1,131,792	5,917,866
Intergovernmental	672,733	-	-	-	672,733
Capital outlay	-	-	5,429,507	-	5,429,507
Debt service	1,589,207	-	-	-	1,589,207
<b>Total expenditures</b>	<b>34,661,202</b>	<b>2,090,537</b>	<b>5,429,507</b>	<b>1,281,214</b>	<b>43,462,460</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>(744,063)</b>	<b>251,721</b>	<b>(5,135,184)</b>	<b>373,753</b>	<b>(5,253,773)</b>
<b>Other financing sources (uses):</b>					
Reclassification of general obligation note proceeds (note 9)	-	-	(2,065,000)	-	(2,065,000)
Operating transfers in (out) (note 11)	1,672,869	(173,271)	-	(6,186)	1,493,412
<b>Total other financing sources (uses)</b>	<b>1,672,869</b>	<b>(173,271)</b>	<b>(2,065,000)</b>	<b>(6,186)</b>	<b>(571,588)</b>
<b>Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses</b>	<b>928,806</b>	<b>78,450</b>	<b>(7,200,184)</b>	<b>367,567</b>	<b>(5,825,361)</b>
<b>Fund balances, beginning of year</b>	<b>1,969,341</b>	<b>440,420</b>	<b>579,954</b>	<b>12,663,142</b>	<b>15,652,857</b>
<b>Fund balances (deficits), end of year</b>	<b>\$ 2,898,147</b>	<b>\$ 518,870</b>	<b>\$ (6,620,230)</b>	<b>\$ 13,030,709</b>	<b>\$ 9,827,496</b>

See accompanying notes to general purpose financial statements.

**Town of Reading, Massachusetts**  
**Statement of Revenues and Expenditures - Budgetary Basis**  
**General Fund**  
**Year ended June 30, 1995**

	<u>Budget</u> \$	<u>Actual</u> \$	<u>Variance- Favorable (Unfavorable)</u> \$
<b>Revenues:</b>			
Property taxes	24,367,298	24,084,348	(282,950)
Excise taxes	1,400,000	1,773,661	373,661
Penalties and interest on taxes	190,000	245,097	55,097
Payments in lieu of taxes	250,000	290,463	40,463
Charges for services	570,000	662,293	92,293
Licenses and permits	40,000	40,945	945
Intergovernmental	5,383,569	5,433,650	50,081
Special assessments	10,000	17,680	7,680
Fines	130,000	117,718	(12,282)
Investment income	350,000	617,232	267,232
Other	-	12,206	12,206
<b>Total revenues</b>	<b>32,690,867</b>	<b>33,295,293</b>	<b>604,426</b>
<b>Expenditures:</b>			
General government	1,870,318	1,806,785	63,533
Public safety	4,905,155	4,884,977	20,178
Education	17,054,964	17,054,808	156
Public works and facilities	3,070,439	3,030,150	40,289
Human services	279,547	268,309	11,238
Culture and recreation	590,977	588,701	2,276
Employee benefits	4,830,623	4,786,074	44,549
Intergovernmental	658,688	672,733	(14,045)
Debt service	1,589,348	1,589,207	141
<b>Total expenditures</b>	<b>34,850,059</b>	<b>34,681,744</b>	<b>168,315</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>(2,159,192)</b>	<b>(1,386,451)</b>	<b>772,741</b>
<b>Other financing sources (uses):</b>			
<b>Transfers from (to):</b>			
Special revenue funds	173,271	173,271	-
Enterprise funds	1,400,000	1,400,000	-
Trust funds	99,598	99,598	-
<b>Total other financing sources (uses)</b>	<b>1,672,869</b>	<b>1,672,869</b>	<b>-</b>
<b>Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses</b>	<b>\$ (486,323)</b>	<b>\$ 286,418</b>	<b>\$ 772,741</b>

See accompanying notes to general purpose financial statements.

Town of Reading, Massachusetts  
 Combined Statement of Revenues, Expenses and Changes in Fund Equity -  
 All Proprietary Fund Types and Similar Trust Funds  
 Year ended June 30, 1995  
 (except for the Electric Enterprise Fund which is as of December 31, 1994)

	Proprietary Fund Types		Fiduciary Fund Types		Totals (Memorandum Only)
	Water and Sewer Enterprise Funds	Electric Enterprise Fund	Employee Retirement Trust Fund	Nonexpendable Trust Funds	
Operating revenues:					
Charges for services	5,042,502	51,763,176	-	-	56,805,678
Special assessments	5,087	-	-	-	5,087
Investment income	-	-	1,188,782	94,711	1,283,493
Contributions	-	-	3,738,685	-	3,738,685
Gifts	-	-	-	49,280	49,280
<b>Total operating revenues</b>	<b>5,047,589</b>	<b>51,763,176</b>	<b>4,927,467</b>	<b>143,991</b>	<b>61,882,223</b>
Operating expenses:					
Personal services	665,665	-	26,755	-	692,420
Fringe benefits	200,752	-	-	-	200,752
Energy purchases	165,720	38,267,746	-	-	38,433,466
Intergovernmental	2,479,039	-	-	-	2,479,039
Depreciation	524,556	1,284,522	-	-	1,809,078
Benefit payments	-	-	3,133,743	-	3,133,743
Refunds	-	-	156,006	-	156,006
Other	903,066	-	5,143	-	908,209
Electric operations - personal services and other	-	6,814,539	-	-	6,814,539
<b>Total operating expenses</b>	<b>4,938,798</b>	<b>46,366,807</b>	<b>3,321,647</b>	<b>-</b>	<b>54,627,252</b>
<b>Operating income</b>	<b>108,791</b>	<b>5,396,369</b>	<b>1,605,820</b>	<b>143,991</b>	<b>7,254,971</b>
Non-operating revenues (expenses):					
Operating grant	114,965	-	-	-	114,965
Gain on disposal of plant and equipment	-	13,931	-	-	13,931
Investment income	40,925	526,357	-	-	567,282
Interest expense	(17,681)	(262,033)	-	-	(279,714)
<b>Total non-operating revenues</b>	<b>138,209</b>	<b>278,255</b>	<b>-</b>	<b>-</b>	<b>416,464</b>
Income before operating transfers	247,000	5,674,624	1,605,820	143,991	7,671,435
Operating transfers in (out)	-	(1,400,000)	-	(93,412)	(1,493,412)
<b>Net income</b>	<b>247,000</b>	<b>4,274,624</b>	<b>1,605,820</b>	<b>50,579</b>	<b>6,178,023</b>
Fund equity, beginning of year	13,159,214	31,396,390	22,065,697	1,226,354	67,847,655
Contributions from customers	-	107,162	-	-	107,162
<b>Fund equity, end of year</b>	<b>\$ 13,406,214</b>	<b>\$ 35,778,176</b>	<b>\$ 23,671,517</b>	<b>\$ 1,276,933</b>	<b>\$ 74,132,840</b>

See accompanying notes to general purpose financial statements.

Town of Reading, Massachusetts

Combined Statement of Cash Flows -  
All Proprietary Fund Types and Nonexpendable Trust Funds

Year ended June 30, 1995  
(except for the Electric Enterprise Fund which is as of December 31, 1994)

	Proprietary Fund Types		Fiduciary Fund Types		Totals (Memorandum Only)
	Water and Sewer Enterprise Funds	Electric Enterprise Fund	Nonexpendable Trust Funds	\$	
Cash flows from operating activities:					
Operating income	108,791	5,396,369	143,991		5,649,151
Adjustments to reconcile operating income to net cash provided by operating activities:					
Depreciation	524,556	1,284,522	-		1,809,078
Changes in assets and liabilities:					
Decrease in accounts receivable (net) and other assets	121,892	239,844	4,500		366,236
Decrease in prepaid expenses	-	507,399	-		507,399
(Increase) in inventory	(12,860)	(63,743)	-		(76,603)
(Decrease) in warrants and accounts payable	(63,938)	(226,122)	-		(290,060)
Increase in compensated absences payable	4,435	167,700	-		172,135
Increase in deposits	-	48,405	-		48,405
Increase in other accrued liabilities	-	165,254	-		165,254
(Decrease) in deferred revenues	(7,892)	(31,298)	-		(39,190)
Net cash provided by operating activities	<u>674,984</u>	<u>7,488,330</u>	<u>148,491</u>		<u>8,311,805</u>
Cash flows from noncapital financing activities:					
Operating grants received	114,965	-	-		114,965
Operating transfers out to other funds		(1,400,000)	(93,412)		(1,493,412)
Decrease in interfund receivables	<u>1,772,908</u>	<u>-</u>	<u>-</u>		<u>1,772,908</u>
Net cash provided (used) by noncapital financing activities	<u>1,887,873</u>	<u>(1,400,000)</u>	<u>(93,412)</u>		<u>394,461</u>
Cash flows from capital and related financing activities:					
Acquisition of property, plant and equipment	(149,747)	(5,240,666)	-		(5,390,413)
Proceeds from sale of property, plant and equipment	-	13,931	-		13,931
Bond anticipation notes proceeds	-	2,000,000	-		2,000,000
Principal payments - bonds	(70,357)	(487,000)	-		(557,357)
Interest paid	(18,388)	(222,820)	-		(241,208)
Contributions from customers	-	107,162	-		107,162
Net cash (used) for capital and related financing activities	<u>(238,492)</u>	<u>(3,829,393)</u>	<u>-</u>		<u>(4,067,885)</u>

See accompanying notes to general purpose financial statements.

(Continued)

Town of Reading, Massachusetts

Combined Statement of Cash Flows -  
All Proprietary Fund Types and Nonexpendable Trust Funds

Year ended June 30, 1995  
(except for the Electric Enterprise Fund which is as of December 31, 1994)

	<u>Proprietary Fund Types</u>		<u>Fiduciary Fund Types</u>	
	Water and Sewer Enterprise Funds	Electric Enterprise Fund	Nonexpendable Trust Funds	Totals (Memorandum Only)
	\$	\$	\$	\$
<b>Cash flows from investing activities:</b>				
Interest on investments	<u>40,925</u>	<u>526,357</u>	-	<u>567,282</u>
Net cash provided by investing activities	<u>40,925</u>	<u>526,357</u>	-	<u>567,282</u>
Net increase (decrease) in cash	2,365,290	2,785,294	55,079	5,205,663
Cash and investments, beginning of year	137,017	11,705,425	1,220,604	13,063,046
Cash and investments, end of year	<u>2,502,307</u>	<u>14,490,719</u>	<u>1,275,683</u>	<u>18,268,709</u>

See accompanying notes to general purpose financial statements.

## TOWN OF READING, MASSACHUSETTS

### Notes to General Purpose Financial Statements

June 30, 1995

#### Note 1. Reporting Entity

The Town of Reading is governed by an elected five-member Board of Selectmen. Generally accepted accounting principles ("GAAP") requires that the accompanying general purpose financial statements present the Town of Reading (the primary government) and its component units. Component units are included in the Town's reporting entity if their operational and financial relationships with the Town are significant. Pursuant to this criteria, the Town of Reading Retirement System (the "System") has been identified as a component unit. The System was established under the authority of Chapter 32 of the Massachusetts General Laws, as amended, and is an independent contributory retirement system available to employees of the Town. The powers of the System are vested in the Retirement Board. The System has been blended into the Town's Fiduciary Funds for reporting purposes.

The Town has entered into several joint ventures with other municipalities to pool resources and share the costs, risks, and rewards of providing goods or services to venture participants directly, or for the benefit of the general public or specified service recipients. The following is a list of the Town's joint ventures, their purpose and the address where the joint venture financial statements are available:

<u>Joint Venture</u>	<u>Purpose</u>	<u>Address</u>	<u>Fiscal 1995 Assessment</u>
Massachusetts Water Resources Authority (MWRA)	To provide sewer service	100 First Avenue Boston, MA 02129	\$ 2,479,039
Massachusetts Bay Transportation Authority (MBTA)	To provide public transportation	10 Park Plaza Boston, MA 02116	599,681
Northeast Metropolitan Regional Vocational School District	To provide vocational education	100 Hemlock Road Wakefield, MA 01880	127,071

#### Note 2. Summary of Significant Accounting Policies

##### (a) Basis of Presentation

The financial condition and results of operations of the Town's funds are presented as of and for the year ended June 30, 1995, except for the Town's Electric Enterprise Fund which is presented as of and for the year ended December 31, 1994. The accounting policies of the Town conform with generally accepted accounting principles ("GAAP"), except that the Town does not maintain, and therefore does not report, a general fixed assets account group. Such departure from GAAP is permissible under the Massachusetts Uniform Municipal Accounting System.

The financial statements of the Electric Enterprise Fund are prepared on the basis of accounting prescribed by the Massachusetts Department of Public Utilities (DPU) which requires that certain items be charged or credited directly to retained earnings. Generally accepted accounting principles would require the same items to be charged or credited to operating income. Accordingly, the financial statements of the Electric Enterprise Fund are not intended to present financial position and results of operations in conformity with generally accepted accounting principles.

## TOWN OF READING, MASSACHUSETTS

### Notes to General Purpose Financial Statements

#### **(b) Fund Accounting**

Transactions are recorded in the funds and account group described below. The operations of each fund are accounted for with a set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures and other financing sources and uses. Transactions between funds within a fund type have been eliminated. The funds and account group are organized into four categories as follows:

#### **Governmental Fund Types**

Governmental Funds are those through which most governmental functions are financed. The acquisition, use and balances of expendable financial resources and the related liabilities are accounted for through governmental funds. The measurement focus is on determination of changes in financial position, rather than on net income. The governmental fund types are as follows:

**General Fund** - This fund is the general operating fund of the Town. It is used to account for all financial resources except those required to be accounted for in other funds.

**Special Revenue Funds** - These funds are used to account for the proceeds of specific revenue sources (other than expendable trusts or capital projects) that are legally restricted to expenditures for specified purposes.

**Capital Projects Funds** - These funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds). Such resources are derived principally from proceeds of general obligation bonds and from federal and state grants.

#### **Proprietary Fund Types**

These funds are used to account for activities that are similar to those often found in the private sector. The measurement focus is upon determination of net income and capital maintenance.

#### **Fiduciary Fund Types**

Fiduciary Funds are used to account for assets held in a trustee capacity (Trust Funds) or as an agent (Agency Funds) for individuals, private organizations, other governmental units, and/or other funds. Trust funds include expendable trust funds, nonexpendable trust funds and pension trust funds.

#### **Account Group**

The general long-term obligations account group is used to establish control and accountability for all long-term obligations of the Town, except those accounted for in proprietary funds.

#### **(c) Basis of Accounting**

Governmental fund types, expendable trust funds and agency funds are accounted for on the modified accrual basis of accounting. Revenues are recorded in the accounting period when susceptible to accrual (i.e., both measurable and available). Available means expected to be collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. In applying this principle, the Town accrues as revenue the amount of taxes due to the Town prior to year end and collected within 60 days after the end of its fiscal year; all other revenues are recorded when cash is received. Expenditures are recorded when the liability is incurred except for (1) interest on general long-term obligations, which is recorded when due, (2) the noncurrent portion of accrued sick leave which is recorded in the general long-term obligations account group, and (3) pension cost which is recorded when assessments are made.

**TOWN OF READING, MASSACHUSETTS**

**Notes to General Purpose Financial Statements**

Under the modified accrual basis of accounting, capital outlay and principal payments on long-term debt are recorded as expenditures when purchased or when due, respectively.

Proprietary funds and nonexpendable trust funds follow the full accrual method of accounting.

**(d) Pooled Cash**

The Town pools cash resources of its governmental type funds, Water and Sewer Enterprise Funds and agency funds to facilitate the management of cash. Each fund presents its prorata share of the combined cash account as cash and investments in the accompanying general purpose financial statements.

**(e) Accrued Sick and Vacation**

Employee vacation leave is vested annually but may not be carried forward to succeeding fiscal years. Generally, sick leave may accumulate indefinitely, of which a maximum of 100 days may be paid upon termination at 50% of the current rate of pay for those not exempted. The Town's policy is to recognize vacation costs at the time payments are made. The Town records accumulated unused vested sick pay as a liability in the general long-term obligations account group and the proprietary fund types. The amount recorded is the maximum amount to be paid at termination at 50% of the current rate of pay.

**(f) Deferred Revenue**

Deferred revenue is recognized for receivables which are not available to finance current operations.

**(g) Encumbrances and Continuing Appropriations**

Encumbrance accounting, under which contracts and other commitments for expenditure of funds are recorded to reserve that portion of the applicable appropriation, is employed in the governmental fund types as a significant aspect of budgetary control.

Unencumbered appropriations which are carried over to the ensuing fiscal year are reported as "continuing appropriations." Continuing appropriations represent amounts appropriated for specific programs or projects which were not completed during the fiscal year.

Encumbrances and continuing appropriations are reported as reservations of fund balances in the accompanying combined balance sheet because they do not constitute expenditures or liabilities. Encumbrances and continuing appropriations are combined with expenditures for budgetary comparison purposes (see note 4).

**(h) Retained Earnings**

In accordance with Chapter 306 - Acts of 1986 of the Massachusetts General Laws, the Town accounts for its Water and Sewer Funds as enterprise funds. The reserved portion of the Water and Sewer Funds represents the amount of fund equity which is not available for appropriation in accordance with statutory requirements.

**(i) Fund Balance**

The Town has allocated fund balances of its governmental and trust funds as follows:

Reserved by State Statute - Represents the amount of fund balance which is not available for appropriation in accordance with statutory requirements.

TOWN OF READING, MASSACHUSETTS

Notes to General Purpose Financial Statements

Reserved for Encumbrances and Continuing Appropriations - Represents the amount of unexpended appropriations carried forward to fiscal year 1996 for projects which have not been completed and for contracts which have not been performed.

Reserved for Subsequent Year's Expenditures - Represents the amount of fund balance authorized to fund fiscal year 1996 appropriations.

Reserved for Endowments - Represents the amount of Trust Fund fund balance which is legally restricted to endowment purposes.

Reserved for Employees' Retirement Benefits - Represents the amount of funds accumulated in the Contributory Retirement System.

Unreserved Fund Balances (Undesignated) - Represents the amount of funds available for appropriation at Town Meeting or for expenditure in accordance with legal restrictions for certain special revenue and trust funds.

**(j) Property, Plant and Equipment**

Property, plant and equipment of the proprietary funds are recorded at cost. Depreciation is computed on a straight-line basis over the estimated useful lives of the assets for Water and Sewer funds as follows:

Plant and buildings	10 - 50 years
Water and sewer lines	20 - 50 years
Equipment and fixtures	5 - 20 years

Depreciation expense on municipal contributed property, plant and equipment is shown as a reduction of municipal contributed capital (\$287,074 in 1995) of the Water and Sewer Enterprise Funds whereas depreciation expense on purchased property, plant and equipment is shown as a reduction of retained earnings. Depreciation on property, plant and equipment of the Light Department is computed based on statutory rates which may be adjusted upon receiving approval from the Department of Public Utilities.

**(k) Inventories**

Inventories are stated at the lower of cost (first-in, first-out) or market.

**(l) Reclassifications**

Certain reclassifications have been made to the financial statements of the Electric Enterprise Fund to conform with the Town's presentation.

**(m) Total (Memorandum Only) Columns**

Total (memorandum only) columns on the general purpose financial statements are presented to aggregate financial data of the fund types and account group. No consolidating or eliminating entries were made in arriving at the totals; thus, they do not present consolidated information in conformity with generally accepted accounting principles.

## TOWN OF READING, MASSACHUSETTS

### Notes to General Purpose Financial Statements

#### **Note 3. Property Taxes**

Real and personal property taxes are based on values assessed as of the prior January 1 and are due in quarterly installments on August 1st, November 1st, February 1st and May 1st. By law, all taxable property in the Commonwealth must be assessed at approximately 100% of fair cash value. Taxes due and unpaid after the respective due dates are subject to interest and penalties. The Town has an ultimate right to foreclose on property for which taxes have not been paid. Property taxes levied are recorded as receivables in the fiscal year billed. As of June 30, 1995, the Town has billed its first quarterly installment of the fiscal year 1996 real estate tax bills. The gross amount of the billing is shown as subsequent year's levy and deferred revenue in the accompanying combined balance sheet. Property tax revenues are recorded in accordance with the modified accrual basis of accounting described in note 2.

A statewide tax limitation statute known as "Proposition 2-1/2" limits the property tax levy to an amount equal to 2-1/2% of the value of all taxable property in the Town. A secondary limitation is that no levy in a fiscal year may exceed the preceding year's allowable tax levy by more than 2-1/2%, plus taxes levied on certain property newly added to the tax rolls. Certain Proposition 2-1/2 taxing limitations can be overridden by a Town-wide referendum vote.

#### **Note 4. Budgetary Basis of Accounting**

The Town must establish its property tax rate each year so that the resulting property tax levy will comply with the limits required by Proposition 2-1/2 and also constitute that amount which will equal the sum of (a) the aggregate of all annual appropriations for expenditures, state and county assessments, provision for property tax abatements and exemptions, and transfers, plus (b) provision for the prior fiscal year's deficits, if any, less (c) the aggregate of all non-property tax revenues and transfers projected to be received by the Town, including available surplus funds.

Under the Town's charter, the budgets for all departments and operations of the Town, except that of public schools, are prepared under the direction of the Town Manager. The School Department budget is prepared under the direction of the School Committee. The Finance Committee then presents its recommendations on the budget at Town Meeting. Original and supplemental appropriations are acted upon by Town Meeting vote.

The Town's General Fund budget is prepared on a basis other than generally accepted accounting principles (GAAP). The "actual" results column of the Statement of Revenues and Expenditures - Budgetary Basis is presented on a "budget basis" to provide a meaningful comparison with the budget. The major differences between the budget and GAAP bases are that:

- (a) Budgeted revenues are recorded when current year levy cash is received, as opposed to when susceptible to accrual (GAAP).
- (b) Encumbrances and continuing appropriations are recorded as the equivalent of expenditures (budget) as opposed to a reservation of fund balance (GAAP).
- (c) Claims are recorded as expenditures when paid (budget) as opposed to a liability when settled (GAAP).

**TOWN OF READING, MASSACHUSETTS**

**Notes to General Purpose Financial Statements**

The following reconciliation summarizes the differences between budget and GAAP basis accounting principles for the year ended June 30, 1995:

Excess of revenues and other financing sources over expenditures and other financing uses - budgetary basis	\$ 286,418
<b>Adjustments:</b>	
Revenue from prior year's property taxes	562,246
Current year revenue accrual from property taxes	53,000
Revenue accrual from excise taxes	6,600
Accrual of settled claim	(184,187)
Prior year encumbrances expended in fiscal year 1995	( 55,693)
Current year encumbrances included as expenditures for budget presentation	<u>260,421</u>
Excess of revenues and other financing sources over expenditures and other financing uses- GAAP basis	<u>\$ 928,806</u>

**Note 5. Cash and Investments**

State and local statutes place certain limitations on the nature of deposits and investments available to the Town. Deposits (including demand deposits, term deposits and certificates of deposit) in any one financial institution may not exceed certain levels without collateralization by the financial institutions involved. Investments can also be made in securities issued by or unconditionally guaranteed by the U.S. government or agencies that have a maturity of less than one year from the date of purchase, repurchase agreements guaranteed by the U.S. government or agencies that have a maturity of less than one year from the date of purchase, repurchase agreements guaranteed by such securities with maturity dates of no more than 90 days from the date of purchase and units in the Massachusetts Municipal Depository Trust ("MMDT") and the Pension Reserves Investment Trust ("PRIT"). In addition, the Town's trust funds have additional investment powers, most notably the ability to invest in common stocks, corporate bonds and other specified investments.

**Cash**

The following summary presents the amount of Town deposits which are fully insured or collateralized with securities held by the Town or its agent in the Town's name (Category 1), those deposits which are collateralized with securities held by the pledging financial institution's trust department or agent in the Town's name (Category 2), and those deposits which are not collateralized (Category 3). All deposits are categorized as category 1 or category 3 on June 30, 1995. The carrying amount of the Electric Enterprise Fund in the accompanying general purpose financial statements is as of December 31, 1994, which is \$627,329 more than the carrying amount at June 30, 1995.

	<u>Category #1</u>	<u>Category #3</u>	<u>Total Bank Balance</u>	<u>Carrying Amount</u>
Bank deposits	\$ 22,149,620	\$ 2,688,168	\$ 24,837,788	\$ 25,279,780
Petty cash	<u>2,640</u>	<u>-</u>	<u>2,640</u>	<u>2,640</u>
<b>Total cash</b>	<b><u>22,152,260</u></b>	<b><u>2,688,168</u></b>	<b><u>24,840,428</u></b>	<b><u>25,282,420</u></b>

## TOWN OF READING, MASSACHUSETTS

### Notes to General Purpose Financial Statements

#### Investments

The Town categorizes investments according to the level of risk assumed by the Town. Category 1 includes investments that are insured, registered or held by the Town's agent in the Town's name. Category 2 includes uninsured and unregistered investments held by the counterparty's trust department or agent in the Town's name. Category 3 includes uninsured and unregistered investments held by the counterparty, its trust department or its agent, but not in the Town's name. Investments in MMDT, PRIT and pooled funds are not categorized. All the other investments are categorized as category 1. The Town's investments are carried at cost or amortized cost.

	<u>Category #1</u>	<u>Not Categorized</u>	<u>Carrying Amount</u>	<u>Market Value</u>
	\$	\$	\$	\$
Common and preferred stock	537,643	-	537,643	588,860
Corporate bonds and notes	4,623,831	-	4,623,831	4,554,264
U.S. Government obligations	4,336,179	-	4,336,179	4,554,200
U.S. Government agency obligations	281,355	-	281,355	307,382
MMDT	-	1,857,767	1,857,767	1,857,767
PRIT fund	-	23,562,467	23,562,467	25,151,415
Pooled funds	-	2,070,153	2,070,153	2,070,153
<b>Totals</b>	<b><u>9,779,008</u></b>	<b><u>27,490,387</u></b>	<b><u>37,269,395</u></b>	<b><u>39,084,041</u></b>

The composition of the Town's bank recorded deposits and investments fluctuates depending primarily on the timing of real estate tax receipts, proceeds from borrowings, collection of state and federal receipts, capital outlays throughout the year and operating requirements of the Light Department.

As previously noted the Town holds shares in pooled investment funds. These funds hold investments in derivative securities. As such the Town's investment in such funds may be exposed to a risk of loss associated with these derivative investments. In accordance with GASB Technical Bulletin 94-1 the Town is required to disclose in the notes to the financial statements that it holds investments in derivative securities and whether the risk of loss associated with such investments is material. The Town does not believe that any risk of material loss associated with derivative investments in pooled investment funds exists.

#### Note 6. Pension Plan

##### (a) Plan Description

The Town contributes to the Town of Reading Retirement System (the "System"), a single-employer, public employee retirement system that acts as the investment and administrative agent for the Town. Covered payroll for employees participating in the System for the year ended June 30, 1995, was \$12,995,700. Public school teachers are covered by the Commonwealth of Massachusetts Teachers'

## TOWN OF READING, MASSACHUSETTS

### Notes to General Purpose Financial Statements

Retirement System (TRS), to which the Town of Reading does not contribute. The amount of contributions made to the TRS on behalf of Reading teachers is not known. The Town's payroll covered by TRS was \$11,870,000 for the year ended June 30, 1995. Total payroll for the Town was \$27,942,000.

The System and the TRS are contributory defined benefit plans covering Town employees and teachers deemed eligible. Certain retired Town employees are covered by the Town's noncontributory pension plan.

Instituted in 1940, the System is a member of the Massachusetts Contributory System and is governed by Chapter 32 of the Massachusetts General Laws, as amended. Membership in both the System and the TRS is mandatory immediately upon the commencement of employment for all permanent, full-time employees. As of June 30, 1995, current membership of the System was as follows:

Active participants:	
Vested employees	237
Nonvested employees	<u>157</u>
	<u>394</u>
Retired participants:	
Pensioners	255
Beneficiaries	<u>42</u>
	<u>297</u>
Totals	<u>691</u>

Both systems provide for retirement allowance benefits up to a maximum of 80% of a member's highest three-year average annual rate of regular compensation. Benefit payments are based upon a member's age, length of creditable service, level of compensation and group classification. Members joining the System after January 1, 1979, were subject to a cap of \$30,000 on the level of compensation upon which their benefits were calculated. Effective January 1, 1990, the \$30,000 salary cap was removed.

Members of both systems become vested after 10 years of creditable service. A retirement allowance may be received upon reaching age 65 or upon attaining 20 years of service. The systems also provide for early retirement at age 55 if the participant (1) has a record of 10 years of creditable service, (2) was on the Town payroll on or after January 1, 1978, (3) voluntarily left Town employment on or after that date and (4) left accumulated annuity deductions in the fund. In addition, the systems provide for retirement benefits if the participant was employed by the Town prior to January 1, 1978, regardless of the years of creditable service. Active members contribute either 5%, 7% or 8% of their gross regular compensation depending on the date upon which their membership began and certain employees contribute an additional 2% over \$30,000 of annual compensation.

The systems also provide death and disability benefits.

Light Department (the "Department") employees are covered by the System; however, in addition to the Department's portion of System assets, the Department maintains a separate trust for the exclusive benefit of the Department's employees. This trust was established on December 31, 1966 by the Municipal Light Board of the Town pursuant to Chapter 164 of the Massachusetts General Laws.

TOWN OF READING, MASSACHUSETTS

Notes to General Purpose Financial Statements

**(b) Significant Accounting Policies and Plan Assets of the System**

The System is a participating system in PRIT, and as such, shares in the annual appropriation made to PRIT by the Commonwealth of Massachusetts. State contributions are based upon the System's net assets in PRIT at the beginning of the fiscal year. The 1995 appropriation was not funded by the legislature. The amount of the fiscal 1996 appropriation is uncertain and is subject to legislative approval.

PRIT consists of two funds, the Capital Fund and the Cash Fund. The Capital Fund serves as the long-term asset portfolio and includes stocks, bonds, money market investments, international investments, real estate and other alternative investments. The Cash Fund consists of short-term investments which are used to meet the System's liquidity requirements. The allocation of the System's shares in PRIT at June 30, 1995, is as follows:

	<u>Units of Participation</u>	<u>Book Value</u>	<u>Market Value</u>
Cash Fund	21	\$ 25,939	\$ 25,939
Capital Fund	<u>22,564</u>	<u>23,536,528</u>	<u>25,125,476</u>
<b>Totals</b>	<b><u>22,585</u></b>	<b><u>23,562,467</u></b>	<b><u>25,151,415</u></b>

The System values its shares at cost.

**(c) Funding Status and Progress**

The amount shown below as the "pension benefit obligation" for the System is a standardized disclosure measure of the present value of pension benefits, adjusted for the effects of projected salary increases and step-rate benefits, estimated to be payable in the future as a result of employee service to date. The measure is intended to help users assess the funding status of the system on a going-concern basis, assess progress made in accumulating sufficient assets to pay benefits when due, and make comparisons among employers. The measure is the actuarial present value of credited projected benefits and is independent of the funding method used to determine contributions to the system.

The pension benefit obligation was computed as part of an actuarial valuation performed as of June 30, 1995. Significant actuarial assumptions used in the valuation include (a) a rate of return on the investment of present and future assets of 8% a year compounded annually, (b) projected salary increases of 6% a year compounded annually, attributed to inflation and seniority/merit, and (c) no post retirement benefit increases. Total unfunded pension benefit obligation of the System at June 30, 1995, is as follows:

Retirees and beneficiaries currently receiving benefits and former employees not yet receiving benefits	\$ 23,306,700
Current employees:	
Accumulated employee contributions	9,730,700
Employer-financed vested	5,607,400
Employer-financed nonvested	<u>9,217,400</u>
Total pension benefit obligation	47,862,200
Net assets available for benefits, at book value (market value of \$25,260,466)	<u>23,671,500</u>
Unfunded pension benefit obligation	<u>\$ 24,190,700</u>

## TOWN OF READING, MASSACHUSETTS

### Notes to General Purpose Financial Statements

Additional assets with a market value of \$ 8,657,828 have been set aside in a separate trust by the Light Department for the exclusive benefit of the Light Department's employees.

**(d) Contribution Requirements and Contribution Made**

The Town's contribution to the System was \$2,505,224 (19.3% of current covered payroll). Such contribution was actuarially determined using the entry age normal cost method. The contribution level was calculated using a level percentage of future payroll to amortize the unfunded actuarial liability (approximately 34 years remaining). Employee contributions were \$927,789 (7.1% of current covered payroll). The Commonwealth's contribution to the System for COLAs amounted to \$305,672.

Contributions made by the Light Department to its Retirement Trust Fund are based upon independent actuarial valuations using an aggregate cost method in which all plan liabilities are funded by normal cost payments under which method there is no separate stated liability for past service costs. The Light Department was not required to make a contribution to its Retirement Trust Fund for the year ended June 30, 1995. Payments made from the Department to the System for the year ended June 30, 1995 totaled \$626,260, which are reflected in total employer contributions stated above.

**(e) Trend Information**

Trend information gives an indication of the progress made in accumulating sufficient assets to pay benefits when due. For the three years ended June 30, 1995, 1994, and 1993, available assets were sufficient to fund 50%, 51% and 45%, respectively, of the pension benefit obligation. Unfunded pension benefit obligation represented 186%, 168% and 194%, of the annual payroll for employees covered by the System for the years ended June 30, 1995, 1994, and 1993, respectively. Showing unfunded pension benefit obligation as a percentage of the annual covered payroll approximately adjusts for the effects of inflation for analysis purposes. In addition, for each of the three years ended June 30, 1995, 1994, and 1993, employer contributions to the System were approximately 20% of annual covered payroll. Certain other trend information may be found on pages 28 and 29 of the Town's general purpose financial statements.

**Note 7. Long-term Debt**

The following is a summary of bonds and of the Town at June 30, 1995 (electric bonds at December 31, 1994):

<u>Description</u>	<u>Interest Rates</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>
		\$	\$	\$	\$
<b>Bonds:</b>					
General purpose, serial maturities through 2001	4.79% to 6.43%	5,107,505	-	929,893	4,177,612
Electric, serial maturities through 2003	4.79% to 5.72%	4,254,000	-	487,000	3,767,000
Schools, serial maturities through 2003	4.79% to 6.37%	690,750	-	187,750	503,000
Sewer, serial maturities through 1998	4.80% to 6.37%	122,210	-	26,235	95,975
Water, serial maturities through 1998	4.80% to 6.37%	<u>205,535</u>	<u>-</u>	<u>44,122</u>	<u>161,413</u>
		<u>\$</u>		<u>\$</u>	
		<u>10,380,000</u>	<u>-</u>	<u>1,675,000</u>	<u>8,705,000</u>

**TOWN OF READING, MASSACHUSETTS**

**Notes to General Purpose Financial Statements**

The annual requirements to amortize all general obligation bonds payable outstanding as of June 30, 1995, including interest, are as follows (electric bonds at June 30, 1995, reflects a principal payment of \$150,000 on February 15, 1995.):

Year ending June 30,	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
	\$	\$	\$
1996	1,655,000	434,464	2,089,464
1997	1,500,000	347,633	1,847,633
1998	1,420,000	266,466	1,686,466
1999	1,415,000	186,502	1,601,502
2000	1,040,000	118,032	1,158,032
Thereafter	<u>1,525,000</u>	<u>98,937</u>	<u>1,623,937</u>
	<u>\$ 8,555,000</u>	<u>\$ 1,452,034</u>	<u>\$ 10,007,034</u>

The Commonwealth of Massachusetts has approved school construction assistance to the Town. The assistance program which is administered by the School Building Assistance Bureau (SBAB) provides resources for future debt service of general obligation school bonds outstanding. These resources are subject to annual appropriation by the State legislature and the Town's compliance with certain reporting requirements. During 1995, the Town received \$18,567 of such assistance. Assuming satisfactory audit results and annual appropriations by the State legislature, \$58,008 will be received over the life of these grants including \$18,567 in fiscal year 1996.

The Town is subject to a dual level general debt limit; the normal debt limit and the double debt limit. Such limits are equal to 5% and 10%, respectively, of the valuation of taxable property in the Town as last equalized by the Commonwealth's Department of Revenue. Debt may be authorized up to the normal debt limit without state approval. Authorizations under the double debt limit, however, require the approval of the Commonwealth's Emergency Finance Board. Additionally, there are many categories of general obligation debt which are exempt from the debt limit but are subject to other limitations.

The authorized and unissued debt at June 30, 1995, is as follows:

Site cleanup	\$ 115,000
Electric plant expansion	3,090,000
Birch Meadow / Eaton School renovation	6,346,465
High school roof	307,650
Replace boilers	172,000
Parker Middle School renovation	<u>13,928,000</u>
	<u>\$ 23,959,115</u>

As of June 30, 1995, the Town may issue approximately \$45,880,000 of additional general obligation debt under the normal debt limit. The Town has approximately \$16,647,000 of debt exempt from the debt limit.

## TOWN OF READING, MASSACHUSETTS

### Notes to General Purpose Financial Statements

The Town pays assessments which include debt service payments to other local governmental units providing services within the Town's boundaries (commonly referred to as overlapping debt). The primary overlapping debt relates to the MBTA and MWRA. The following summary sets forth the long-term debt of each entity at June 30, 1995, the estimated share of such debt being serviced by the Town and the total of its share of estimated indirect debt.

	Long-term Debt Outstanding (Unaudited)	Town's Estimated Share	Town's Estimated Indirect Debt
MBTA	\$ 2,399,780,000	0.47%	\$ 11,265,000
MWRA	2,273,914,000	1.13%	25,585,000
Middlesex County	640,000	1.45%	10,000
Northeast Metropolitan Regional Vocational School District	<u>745,000</u>	2.10%	<u>16,000</u>
	<u><u>\$ 4,675,079,000</u></u>		<u><u>\$ 36,876,000</u></u>

#### Note 8. Massachusetts Municipal Wholesale Electric Company

The Town of Reading acting through its Light Department is a Participant in certain Projects of the Massachusetts Municipal Wholesale Electric Company (MMWEC).

MMWEC is a public corporation and a political subdivision of the Commonwealth of Massachusetts created as a means to develop a bulk power supply for its Members and Project Participants. MMWEC is authorized to construct, own or purchase ownership interests in and to issue revenue bonds to finance electric facilities (Projects). MMWEC has acquired ownership interests in electric facilities operated by other utilities and also owns and operates its own electric facilities. MMWEC sells all of the capability of each of its Projects to its Members and other utilities (Project Participants) under Power Sales Agreements (PSAs). Among other things, the PSAs require each Project Participant to pay its pro rata share of MMWEC's costs related to the Project, which costs include debt service on bonds issued by MMWEC to finance the Project, plus 10% of MMWEC's debt service to be paid into a Reserve and Contingency Fund. In addition, should any Project Participant fail to make any payment, other Project Participants may be required to increase (step-up) and correspondingly their Participant's share of the Project Capability to an additional amount not to exceed 25% of their original Participant's share of the Project Capability. PSA Participants have covenanted to fix, revise, and collect rates at least sufficient to meet their obligations under the PSAs.

MMWEC also obtains power by entering into contracts to purchase power from third parties which is resold to Members and other utilities under agreements known as Power Purchase Agreements (PPAs).

The commitments made by Participants in both the PSAs and the PPAs are payable solely from their electric system revenues. Under the PSAs, each Participant is unconditionally obligated to make payments due to MMWEC whether or not the Project (s) is completed or operating and notwithstanding the suspension or interruption of the output of the Project (s).

## TOWN OF READING, MASSACHUSETTS

### Notes to General Purpose Financial Statements

MMWEC operates the Stony Brook Intermediate Project and Stony Brook Peaking Project fossil-fueled power plants. MMWEC has a 22.7 MW interest in the Wyman #4 plant, operated by Central Maine Power Company.

MMWEC's 11.6% ownership interest in the Seabrook Station nuclear generating unit, which has been in operation since June 1990, represents a substantial portion of its plant investment and financing program. In addition, MMWEC has a 4.8% ownership interest in the Millstone 3 nuclear unit, which has operated since April 1986. The MMWEC Seabrook and Millstone Project Participants, per the PSAs, are liable for their proportionate share of the cost of a nuclear incident at those nuclear power plants as outlined in the Price-Andersen Act. The Project Participants are also liable for the decommissioning expenses being funded through monthly Project billings.

In 1988, the Vermont Supreme Court ruled that the Project No. 6 PSAs were void since inception for the Vermont Project No. 6 Participants. Consequently, pursuant to the PSAs MMWEC increased the remaining Project No. 6 Participants pro rata shares of Project Capability to cover the shortfall (step-up). The action was challenged by certain Massachusetts Participants. The Supreme Judicial Court for the Commonwealth of Massachusetts in MMWEC et. al. v. Town of Danvers et. al. ruled that "the Project 6 PSAs executed by the defendants are valid and that the step-up provisions therein have been properly invoked" by MMWEC.

Inasmuch as the Stony Brook Intermediate Project has approximately 8.2% of its Project Capability under PSAs with Vermont entities, which PSAs are virtually identical to the Project No. 6 PSA, MMWEC sought a declaratory judgment and received a Vermont Supreme Court opinion which upheld the validity of the Intermediate Unit Project PSA.

Consolidated with the Danvers case noted above, certain Massachusetts systems also sued MMWEC over MMWEC's termination of a sellback agreement MMWEC had with PSNH (Sellback Damages Claims). The Massachusetts Appeals Court affirmed the summary judgment granted to MMWEC by the Superior Court on five of seven counts related to the Sellback Damages Claims. MMWEC sought and received further appellate review on these two counts. The Massachusetts Supreme Judicial Court reaffirmed the Superior Court judgment granting MMWEC's motions for summary judgment on all counts.

The former Vermont Project No. 6 Participants, through various court actions, sought restitution of \$6.1 million paid to MMWEC prior to their PSAs being declared void. MMWEC paid the \$6.1 million to the former Vermont Project No. 6 Participants in satisfaction of a Vermont Superior Court judgment against MMWEC and in settlement of a Vermont Federal Court action. MMWEC is recovering said amount over twelve months though billings to the Project No. 6 Participants. One of the Project No. 6 Participants has not paid certain of the monthly bills then due, which totals \$285,000 as of June 30, 1995 and is seeking arbitration regarding MMWEC's ability to bill the \$6.1 million Vermont amount. Another Project No. 6 Participant is withholding its share of the monthly billings since November 1994 which total \$729,000 as of June 30, 1995, and has had its filing for arbitration stayed by the Suffolk Superior Court. MMWEC is pursuing legal avenues to enforce payment in accordance with Power Sales Agreement.

As of June 30, 1995, total capital expenditures amounted to \$1,473,434,000, of which \$104,386,000 represents the amount associated with the Department's Project Capability. MMWEC's debt outstanding for the Projects included Power Supply System Revenue bonds totaling \$1,341,490,000, of which \$93,218,000 is associated with the Department's share of Project Capability. As of June 30,

## TOWN OF READING, MASSACHUSETTS

### Notes to General Purpose Financial Statements

1995, MMWEC's total future debt service requirement on outstanding Bonds issued for Projects under construction is \$2,303,442,000, of which \$148,216,000 will be billed to the Department.

Reading Light Department has entered into PPAs and PSAs with MMWEC. Under these agreements, the Department is required to make capacity or debt service payments to MMWEC. The aggregate amount of such required payments, exclusive of Reserve and Contingency Fund billings, on bonds outstanding and significant power purchase contracts through MMWEC at June 30, 1995, is shown below.

Year ending June 30,	\$
1996	8,245,000
1997	8,242,000
1998	8,246,000
1999	8,314,000
2000	8,365,000
Thereafter	<u>106,805,000</u>
	<u>\$</u>
	<u>148,217,000</u>

In addition, the Department is required to pay its share of the operation and maintenance costs of the units in which it participates. The Department's total O&M costs including debt service under the agreements were \$15,331,000 and \$17,517,000 for the years ended June 30, 1995 and 1994, respectively.

#### Note 9. Temporary Borrowings

Under state law and by authorization of the Board of Selectmen, the Town is authorized to borrow on a temporary basis to fund the following:

- Current operating costs prior to the collection of revenues through issuance of revenue or tax anticipation notes (RANs or TANs).
- Capital project costs incurred prior to obtaining permanent financing through issuance of bond anticipation notes (BANs).
- Federal and state aided capital projects and other program expenditures prior to receiving reimbursement through issuance of Federal and state aid anticipation notes (FANs and SANs).

Temporary loans are general obligations of the Town and carry maturity dates which are limited by statute. Interest expenditures for Town temporary borrowings were \$111,146 and are accounted for in the General Fund. Interest expenditures for the Electric Enterprise Fund temporary borrowings were \$40,167. At June 30, 1995, \$615,000 of 4.74%, \$250,000 of 4.14%, \$3,000,000 of 4.02% and \$5,818,000 of 4.25% BANS maturing in fiscal 1996 were outstanding.

The Town has delayed permanent funding of certain capital projects in order to match state school building assistance grants with related permanent debt service costs. Accordingly, temporary notes payable of \$2,065,000 previously recorded as long term debt are now recorded as capital project fund liabilities.

**TOWN OF READING, MASSACHUSETTS**

**Notes to General Purpose Financial Statements**

**Note 10. Capital Projects Funds Deficits.**

Capital projects have been funded by the issuance of bond anticipation notes. Deficit fund balances arise because the bond anticipation notes are presented as a liability of the fund receiving the proceeds. The Town intends to reduce these deficits by subsequent appropriations and will eliminate the remaining deficits by the issuance of long-term debt. The detail of these deficits on June 30, 1995 is as follows:

Birch Meadow School and Eaton \$	
School renovation fund	5,557,533
Parker School fund	715,092
School boilers fund	48,139
High School roof fund	<u>300,000</u>
	\$
	<u>6,620,764</u>

**Note 11. Operating Transfers**

Operating transfers constitute the transfer of resources from the fund that receives the resources to the fund that utilizes them. The following table summarizes operating transfers for the year ended June 30, 1995.

	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Electric Enterprise</u>	<u>Expendable Trusts</u>	<u>Non-expendable Trusts</u>
Purpose of operating transfer:	\$	\$	\$	\$	\$	\$
Cemetery sale of lots fund	30,000	(30,000)	-	-	-	-
Wetland protection act fund	1,475	(1,475)	-	-	-	-
Blue Cross / Blue Shield retrospective refund	141,796	(141,796)	-	-	-	-
Birch Meadow school and Eaton school renovation fund	-	-	22,889	-	-	-
High school roof fund	-	-	(22,889)	-	-	-
Electric earnings distribution	1,400,000	-	-	(1,400,000)	-	-
Cemetery perpetual care fund	66,883	-	-	-	(66,883)	-
Health insurance trust fund	32,715	-	-	-	(32,715)	-
Investment income	-	-	-	-	93,412	(93,412)
	\$ <u>1,672,862</u>	\$ <u>(173,271)</u>	\$ <u>-</u>	\$ <u>(1,400,000)</u>	\$ <u>(6,186)</u>	\$ <u>(93,412)</u>

**Note 12. Contingencies**

Numerous lawsuits are pending or threatened against the Town, which arose from the ordinary course of operations, including actions commenced and claims asserted against it for property damage and personal injury, breaches of contract, condemnation proceedings and other alleged violations of law.

## TOWN OF READING, MASSACHUSETTS

### Notes to General Purpose Financial Statements

#### Note 13. Property, Plant and Equipment

A summary of property, plant and equipment by major category is as follows:

	Water and Sewer Funds <u>(June 30, 1995)</u>	Electric Fund <u>(December 31, 1994)</u>
Land and land improvements	\$ 254,632	\$ 1,015,571
Plant and buildings	4,805,010	11,362,880
Lines	9,078,111	-
Equipment and fixtures	1,723,590	36,476,534
Construction in progress	<u>-</u>	<u>180,410</u>
	15,861,343	49,035,395
Less accumulated depreciation	(6,294,781)	(20,471,057)
	<u>\$ 9,566,562</u>	<u>\$ 28,564,338</u>

#### Note 14. Deferred Compensation Plan

The Town offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The Plan, available to all permanent Town employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency.

All amounts of compensation deferred under the Plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property, or rights are (until paid or made available to the employee or other beneficiary) solely the property and rights of the Town (without being restricted to the provisions of benefits under the plan), subject only to the claims of the Town's general creditors. Participants' rights under the Plan are equal to those of general creditors of the Town in an amount equal to the fair market value of the deferred account for each participant.

#### Note 15. Risk Management

The Town is exposed to various risks of loss related to employee health insurance claims, workers' compensation, unemployment and general liability, property and casualty.

The Town is a member of the Massachusetts Interlocal Insurance Association, Inc. Health Benefits Trust (Health Benefits Trust) currently operating as a common risk management program for employee health claims for participating communities. The Health Benefits Trust assesses premiums which are shared by the Town and its employees. The Health Benefits Trust is self-sustaining through member premiums and reinsurance through commercial companies for stop loss insurance.

## TOWN OF READING, MASSACHUSETTS

### Notes to General Purpose Financial Statements

The Town is self-insured for workers' compensation with stop / loss insurance on individual claims in excess of \$400,000. Premiums are paid into the Workers' Compensation Trust Fund from the general and enterprise funds and are available to pay claims and administrative expenses. Payments for claims and administrative expenses totaling \$422,014 were made during the year ended June 30, 1995. Effective July 1, 1995, the Town became a member of the Massachusetts Interlocal Insurance Association Workers' Compensation Group, Inc. (Workers' Compensation Group) currently operating as a common risk management program for workers' compensation for participating communities. The Workers' Compensation Group program is fully insured for which the Town pays premiums.

The Town is self-insured for unemployment benefits. Payments for claims totaling \$23,681 were made during the year ended June 30, 1995.

Buildings are fully insured against fire, theft and natural disaster to the extent of losses exceeding \$25,000 per incident. The Town is insured for vehicle damage and loss and also other general liability with various deductibles per type of claim. During the year, expenditures for claims and judgments, excluding health, workers' compensation and unemployment benefits were \$6,515 and were recorded in the general fund.

Chapter 258 of the Massachusetts General Laws limits the liability of \$100,000 per claim in all matters except actions relating to federal / civil rights, eminent domain and breach of contract.

Governmental Accounting Standards Board Statement No. 10 requires that liabilities for self-insured claims be reported if it is probable that a loss has been incurred and the amount can be reasonably estimated. These losses include an estimate of claims that have been incurred but not reported. At June 30, 1995, the Town recorded \$54,950 related to its self-insured workers compensation program.

#### Note 16. Segment Information - Water and Sewer Funds

Financial segment information as of and for the year ended June 30, 1995, is presented below:

	<u>Water</u>	<u>Sewer</u>	<u>Total</u>
Operating revenues	\$ 1,755,577	\$ 3,292,012	\$ 5,047,589
Depreciation expense	331,522	193,034	524,556
Operating income (loss)	(103,099)	211,890	108,791
Operating grant	114,965	-	114,965
Net income	25,241	221,759	247,000
Property, plant and equipment additions	58,792	90,955	149,747
Net working capital	2,174,333	1,958,846	4,133,179
Total assets	6,828,056	7,059,029	13,887,085
 Bonds payable	 161,413	 95,975	 257,388
Total equity	6,538,853	6,867,361	13,406,214

## **TOWN OF READING, MASSACHUSETTS**

### **Notes to General Purpose Financial Statements**

#### **Note 17. Postemployment Health Benefits**

In addition to the pension benefits described in Note 6, the Town provides postemployment health care benefits, in accordance with State statutes and within the limits provided in Town policy, to employees who retire from the Town. The following limit pertains: Retiring employees who did not have health insurance through the Town when retiring may not obtain it except that within ten years of retirement, they may opt to join the Town's group plan on March 1st of the even numbered years only. Currently 421 retirees, Medicare eligible spouses and surviving spouses meet those eligibility requirements. The percentage paid by the Town fluctuates based on collective bargaining agreements. As of June 30, 1995, the Town pays 70% of the premiums for medical and hospitalization insurance incurred by pre-Medicare retirees and their dependents. The Town also pays 70% of the premiums for a Medicare supplement for each retiree eligible for Medicare and 70% of the insurance premiums for said retiree's dependents. The Town's share of the total cost for the year ended June 30, 1995, was approximately \$791,000.

#### **Note 18. Landfill Closure and Postclosure Care Costs**

The Town's landfill was closed in 1982. State and federal laws and regulations require the Town to place a final cover on its landfill site by fiscal year 1998. Those laws and regulations also require the Town to perform certain maintenance and monitoring functions at the site for 30 years after the landfill cover is installed. The Town estimates the landfill closure and postclosure care costs to be approximately \$5,600,000. This estimate is based on what it would cost to perform all closure and postclosure care in fiscal 1995. The potential exists for changes to the estimates due to inflation or deflation, technology or applicable laws and regulations.

**TOWN OF READING, MASSACHUSETTS**

**Reading Contributory Retirement System**

**Required Supplementary Information**

**Analysis of Funding Progress**  
(in thousands)

(Unaudited - See accompanying independent auditors' report)

<u>Fiscal year</u>	<u>(1) Net assets available for benefits*</u>	<u>(2) Pension benefit obligation</u>	<u>(3) Percentage funded (1) / (2)</u>	<u>(4) Unfunded pension benefit obligation (2) - (1)</u>	<u>(5) Annual covered payroll</u>	<u>(6) Unfunded pension benefit obligation as a percentage of covered payroll (4) / (5)</u>
	\$	\$	%	\$	\$	%
1987	10,195	29,941	34.1	19,746	8,690	227.2
1988	10,211	30,468	33.5	20,257	9,211	219.9
1989	11,703	28,081	41.7	16,378	9,880	165.8
1990(A)	13,598	32,988	41.2	19,390	11,380	170.4
1991	15,164	38,857	39.0	23,693	12,012	197.2
1992	17,138	40,833	42.0	23,695	11,982	197.8
1993	18,728	41,749	44.9	23,021	11,883	193.7
1994	22,066	43,251	51.0	21,185	12,596	168.2
1995	23,672	47,862	49.5	24,190	12,996	186.1

Isolated analysis of the dollar amounts of net assets available for benefits, pension benefit obligation, and unfunded pension benefit obligation can be misleading. Expressing the net assets available for benefits as a percentage of the pension benefit obligation provides one indication of the Town's funding status on a going-concern basis. Analysis of this percentage over time indicates whether the system is becoming financially stronger or weaker. Generally, the greater this percentage, the stronger the Public Employee Retirement System (PERS). Trends in unfunded pension benefit obligation and annual covered payroll are both affected by inflation. Expressing the unfunded pension benefit obligation as a percentage of annual covered payroll approximately adjusts for the effects of inflation and aids analysis of the progress made in accumulating sufficient assets to pay benefits when due. Generally, the smaller this percentage, the stronger the PERS.

\* Net assets are presented at book value.

(A) On January 1, 1990, the \$30,000 salary cap was lifted. This affected the calculation of pension benefits for certain employees.

Note: Generally accepted accounting principles require 10 years of actuarial data, if available. Such data prior to 1987 is not available.

**TOWN OF READING, MASSACHUSETTS**

**Reading Contributory Retirement System**

**Required Supplementary Information**

**Revenues by Source and Expenses by Type**

(Unaudited - See accompanying independent auditors' report)

<u>Fiscal Year</u>	<u>Revenues by Source</u>				
	<u>Employee Contributions</u>	<u>Employer Contributions</u>	<u>State Contributions</u>	<u>Investment Income</u>	<u>Totals</u>
\$	\$	\$	\$	\$	\$
1986	507,242	1,665,046	243,416	1,265,455	3,681,159
1987	534,077	1,721,134	200,795	1,326,085	3,782,091
1988	596,516	2,071,634	246,422	(265,115)	2,649,457
1989	679,616	2,411,833	281,659	846,072	4,219,180
1990	752,649	2,532,364	293,688	1,166,672	4,745,373
1991	813,551	2,382,147	287,143	894,897	4,377,738
1992	784,222	2,392,695	367,192	1,303,546	4,847,655
1993	826,178	2,327,261	419,573	1,147,686	4,720,698
1994	887,085	2,453,931	374,195	2,862.822	6,578,033
1995	927,789	2,505,224	305,672	1,188,782	4,927,467

<u>Fiscal Year</u>	<u>Expenses by Type</u>			
	<u>Benefits</u>	<u>Administrative Expenses</u>	<u>Refunds</u>	<u>Totals</u>
\$	\$	\$	\$	\$
1986	2,012,597	29,561	135,060	2,177,218
1987	2,208,530	37,705	145,742	2,391,977
1988	2,374,561	47,595	142,985	2,565,141
1989	2,635,980	43,454	68,116	2,747,550
1990	2,593,977	35,152	96,382	2,725,511
1991	2,615,773	33,319	287,720	2,936,812
1992	2,740,465	28,674	104,630	2,873,769
1993	2,994,387	28,114	108,059	3,130,560
1994	3,052,378	33,866	154,132	3,240,376
1995	3,133,743	31,898	156,006	3,321,647

Town of Reading, Massachusetts

Special Revenue Funds

Combining Balance Sheet

June 30, 1995

	School Funds	Other Funds	Totals
<b>Assets</b>			
Cash and investments	\$ 232,445	\$ 436,077	\$ 668,522
Due from other funds	4,264	-	4,264
<b>Total assets</b>	<b><u>236,709</u></b>	<b><u>436,077</u></b>	<b><u>672,786</u></b>
<b>Liabilities and fund balances</b>			
<b>Liabilities:</b>			
Warrants and accounts payable	16,790	12,013	28,803
Accrued payroll payable	17,934	-	17,934
Deposits	-	<u>107,179</u>	<u>107,179</u>
<b>Total liabilities</b>	<b><u>34,724</u></b>	<b><u>119,192</u></b>	<b><u>153,916</u></b>
<b>Fund balances:</b>			
Reserved for subsequent year's expenditures	-	21,500	21,500
Unreserved	<u>201,985</u>	<u>295,385</u>	<u>497,370</u>
<b>Total fund balances</b>	<b><u>201,985</u></b>	<b><u>316,885</u></b>	<b><u>518,870</u></b>
<b>Total liabilities and fund balances</b>	<b><u>236,709</u></b>	<b><u>436,077</u></b>	<b><u>672,786</u></b>

**Town of Reading, Massachusetts**  
**Special Revenue Funds**  
**Combining Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Year Ended June 30, 1995**

	<b>School Funds</b>	<b>Other Funds</b>	<b>Totals</b>
	\$	\$	\$
<b>Revenues:</b>			
Charges for services	744,309	352,194	1,096,503
Intergovernmental	893,761	277,061	1,170,822
Other	2,500	72,433	74,933
<b>Total revenues</b>	<b>1,640,570</b>	<b>701,688</b>	<b>2,342,258</b>
<b>Expenditures:</b>			
Public safety	-	232,113	232,113
Education	1,566,662	-	1,566,662
Human services	-	74,708	74,708
Culture and recreation	-	217,054	217,054
<b>Total expenditures</b>	<b>1,566,662</b>	<b>523,875</b>	<b>2,090,537</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>73,908</b>	<b>177,813</b>	<b>251,721</b>
<b>Other financing sources (uses):</b>			
Operating transfers (out)	-	(173,271)	(173,271)
<b>Excess (deficiency) of revenues and other sources over expenditures and other uses</b>	<b>73,908</b>	<b>4,542</b>	<b>78,450</b>
<b>Fund balances, beginning of year</b>	<b>128,077</b>	<b>312,343</b>	<b>440,420</b>
<b>Fund balances, end of year</b>	<b>\$ 201,985</b>	<b>\$ 316,885</b>	<b>\$ 518,870</b>

Town of Reading, Massachusetts

Capital Projects Funds

Combining Balance Sheet

June 30, 1995

	Highway Projects Fund	Birch Meadow School and Eaton School Renovation Fund	Parker School Fund	School Boilers Fund	High School Roof Fund	Totals
<b>Assets</b>						
Cash (overdraft) and investments Due from state	\$ (99,050) 130,712	\$ 1,073,520	\$ 38,428	\$ 164,661	\$ -	\$ 1,177,559 130,712
<b>Total assets</b>	<b><u>31,662</u></b>	<b><u>1,073,520</u></b>	<b><u>38,428</u></b>	<b><u>164,661</u></b>	<b><u>-</u></b>	<b><u>1,308,271</u></b>
<b>Liabilities and fund balances</b>						
Liabilities:						
Warrants and accounts payable	31,128	285,053	3,520	40,800	-	360,501
Notes payable	-	6,346,000	750,000	172,000	300,000	7,568,000
<b>Total liabilities</b>	<b><u>31,128</u></b>	<b><u>6,631,053</u></b>	<b><u>753,520</u></b>	<b><u>212,800</u></b>	<b><u>300,000</u></b>	<b><u>7,928,501</u></b>
Fund balances (deficits):						
Reserved for encumbrances	-	788,467	34,908	123,861	-	947,236
Unreserved	534	(6,346,000)	(750,000)	(172,000)	(300,000)	(7,567,466)
<b>Total fund balances (deficits)</b>	<b><u>534</u></b>	<b><u>(5,557,533)</u></b>	<b><u>(715,092)</u></b>	<b><u>(48,139)</u></b>	<b><u>(300,000)</u></b>	<b><u>(6,620,230)</u></b>
<b>Total liabilities and fund balances</b>	<b><u>31,662</u></b>	<b><u>1,073,520</u></b>	<b><u>38,428</u></b>	<b><u>164,661</u></b>	<b><u>-</u></b>	<b><u>1,308,271</u></b>

Town of Reading, Massachusetts  
 Capital Projects Funds  
 Combining Statement of Revenues, Expenditures And Changes in Fund Balances (Deficits)  
 Year Ended June 30, 1995

	Highway Projects Fund	Birch Meadow School and Eaton School Renovation Fund	Parker School Fund	School Boilers Fund	High School Roof Fund	Totals
Revenues:						
Intergovernmental	<u>294,323</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>294,323</u>
Expenditures:						
Capital outlays	<u>293,043</u>	<u>4,091,827</u>	<u>715,092</u>	<u>48,139</u>	<u>281,406</u>	<u>5,429,507</u>
Excess (deficiency) of revenues over expenditures	<u>1,280</u>	<u>(4,091,827)</u>	<u>(715,092)</u>	<u>(48,139)</u>	<u>(281,406)</u>	<u>(5,135,184)</u>
Other financing sources (uses):						
Reclassification of general obligation note proceeds	<u>-</u>	<u>(2,065,000)</u>				<u>(2,065,000)</u>
Operating transfers in (out)	<u>-</u>	<u>22,889</u>	<u>-</u>	<u>-</u>	<u>(22,889)</u>	<u>-</u>
Total other financing sources (uses)	<u>-</u>	<u>(2,042,111)</u>	<u>-</u>	<u>-</u>	<u>(22,889)</u>	<u>(2,065,000)</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	<u>1,280</u>	<u>(6,133,938)</u>	<u>(715,092)</u>	<u>(48,139)</u>	<u>(304,295)</u>	<u>(7,200,184)</u>
Fund balances (deficits), beginning of year	<u>(746)</u>	<u>576,405</u>	<u>-</u>	<u>-</u>	<u>4,295</u>	<u>579,954</u>
Fund balances (deficits), end of year	<u>\$ 534</u>	<u>\$ (5,557,533)</u>	<u>\$ (715,092)</u>	<u>\$ (48,139)</u>	<u>\$ (300,000)</u>	<u>\$ (6,620,230)</u>

**Town of Reading, Massachusetts**  
**Water and Sewer Enterprise Funds**  
**Combining Balance Sheet**  
**June 30, 1995**

<u>Assets</u>	Water Fund	Sewer Fund	<u>Totals</u>
Cash and investments	\$ 1,585,175	\$ 917,132	\$ 2,502,307
Receivables (net of allowances for uncollectibles):			
Deferred charges	3,513	6,022	9,535
Tax liens	27,989	42,275	70,264
User charges	592,000	1,056,000	1,648,000
Special assessments	686	31,536	32,222
Inventory	58,195	-	58,195
Property, plant and equipment (net of accumulated depreciation)	4,560,498	5,006,064	9,566,562
<b>Total assets</b>	<b><u>6,828,056</u></b>	<b><u>7,059,029</u></b>	<b><u>13,887,085</u></b>
 <u>Liabilities and Fund Equity</u>			
Liabilities:	\$	\$	\$
Warrants and accounts payable	59,629	13,449	73,078
Compensated absences payable	34,565	1,574	36,139
Deferred revenue	32,188	79,833	112,021
Accrued interest on bonds payable	1,408	837	2,245
Bonds payable	<u>161,413</u>	<u>95,975</u>	<u>257,388</u>
<b>Total liabilities</b>	<b><u>289,203</u></b>	<b><u>191,668</u></b>	<b><u>480,871</u></b>
Fund equity:			
Municipal contributed capital	686,003	3,238,247	3,924,250
Retained earnings:			
Reserved	5,505,682	2,909,470	8,415,152
Unreserved	<u>347,168</u>	<u>719,644</u>	<u>1,066,812</u>
<b>Total fund equity</b>	<b><u>6,538,853</u></b>	<b><u>6,867,361</u></b>	<b><u>13,406,214</u></b>
<b>Total liabilities and fund equity</b>	<b><u>6,828,056</u></b>	<b><u>7,059,029</u></b>	<b><u>13,887,085</u></b>

Town of Reading, Massachusetts  
 Water and Sewer Enterprise Funds  
 Combining Statement of Revenues, Expenses and Changes in Fund Equity  
 Year ended June 30, 1995

	Water Fund	Sewer Fund	Totals
	\$	\$	\$
<b>Operating revenues:</b>			
Charges for services	1,755,234	3,287,268	5,042,502
Special assessments	343	4,744	5,087
<b>Total operating revenues</b>	<b>1,755,577</b>	<b>3,292,012</b>	<b>5,047,589</b>
<b>Operating expenses:</b>			
Personal services	511,610	154,055	665,665
Fringe benefits	170,233	30,519	200,752
Energy purchases	146,512	19,208	165,720
Intergovernmental	-	2,479,039	2,479,039
Depreciation	331,522	193,034	524,556
Other	698,799	204,267	903,066
<b>Total operating expenses</b>	<b>1,858,676</b>	<b>3,080,122</b>	<b>4,938,798</b>
<b>Operating income (loss)</b>	<b>(103,099)</b>	<b>211,890</b>	<b>108,791</b>
<b>Non-operating revenues (expenses):</b>			
Operating grant	114,965	-	114,965
Investment income	24,464	16,461	40,925
Interest expense	(11,089)	(6,592)	(17,681)
<b>Total non-operating revenues (expenses)</b>	<b>128,340</b>	<b>9,869</b>	<b>138,209</b>
<b>Net income</b>	<b>25,241</b>	<b>221,759</b>	<b>247,000</b>
<b>Fund equity, beginning of year</b>	<b>6,513,612</b>	<b>6,645,602</b>	<b>13,159,214</b>
<b>Fund equity, end of year</b>	<b>\$ 6,538,853</b>	<b>\$ 6,867,361</b>	<b>\$ 13,406,214</b>

**Town of Reading, Massachusetts**  
**Water and Sewer Enterprise Funds**  
**Combining Statement of Cash Flows**  
**Year ended June 30, 1995**

	<b>Water Fund</b>	<b>Sewer Fund</b>	<b>Totals</b>
	\$	\$	\$
<b>Cash flows from operating activities:</b>			
Operating income	(103,099)	211,890	108,791
Adjustments to reconcile operating income to net cash provided by operating activities:			
Depreciation	331,522	193,034	524,556
Changes in assets and liabilities:			
Decrease in accounts receivable (net)	9,555	112,337	121,892
(Increase) in inventory	(12,860)	-	(12,860)
Increase (decrease) in warrants and accounts payable	14,697	(78,635)	(63,938)
Increase (decrease) in compensated absences payable	5,116	(681)	4,435
Increase (decrease) in deferred revenues	<u>(8,555)</u>	<u>663</u>	<u>(7,892)</u>
Net cash provided by operating activities	<u>236,376</u>	<u>438,608</u>	<u>674,984</u>
<b>Cash flows from noncapital financing activities:</b>			
Operating grants received	114,965		114,965
Decrease in interfund receivables	<u>1,278,883</u>	<u>494,025</u>	<u>1,772,908</u>
Net cash provided by capital and related financing activities	<u>1,393,848</u>	<u>494,025</u>	<u>1,887,873</u>
<b>Cash flows from capital and related financing activities:</b>			
Acquisition of property, plant and equipment	(58,792)	(90,955)	(149,747)
Principal payments - bonds	(44,122)	(26,235)	(70,357)
Interest paid on bonds	<u>(11,532)</u>	<u>(6,856)</u>	<u>(18,388)</u>
Net cash (used) for capital and related financing activities	<u>(114,446)</u>	<u>(124,046)</u>	<u>(238,492)</u>
<b>Cash flows from investing activities:</b>			
Interest on investments	<u>24,464</u>	<u>16,461</u>	<u>40,925</u>
Net increase in cash and investments	1,540,242	825,048	2,365,290
Cash and investments, beginning of year	<u>44,933</u>	<u>92,084</u>	<u>137,017</u>
Cash and investments, end of year	<u>\$ 1,585,175</u>	<u>\$ 917,132</u>	<u>\$ 2,502,307</u>

## Town of Reading, Massachusetts

## Fiduciary Funds

## Combining Balance Sheet

June 30, 1995

	Employee Retirement Trust Fund	Nonexpendable Trust Funds	Expendable Trust Funds	Agency Funds	Totals
<b>Assets</b>					
Cash and investments	\$ 23,575,886	\$ 1,275,683	\$ 13,013,427	\$ 37,092	\$ 37,902,088
Investments with fiscal agents, at market	-	-	-	2,070,153	2,070,153
Receivables:					
Intergovernmental	95,631	-	-	-	95,631
Education loans	-	1,250	-	-	1,250
Accrued interest	-	-	120,108	-	120,108
Total assets	<u>\$ 23,671,517</u>	<u>\$ 1,276,933</u>	<u>\$ 13,133,535</u>	<u>\$ 2,107,245</u>	<u>\$ 40,189,230</u>
<b>Liabilities and Fund Balance</b>					
Liabilities:	\$	\$	\$	\$	\$
Warrants and accounts payable	-	-	47,876	7,016	54,892
Self insurance	-	-	54,950	-	54,950
Other liabilities	-	-	-	30,076	30,076
Deferred compensation	-	-	-	2,070,153	2,070,153
Total liabilities	-	-	102,826	2,107,245	2,210,071
Fund balances:					
Reserved for subsequent years' expenditures	-	-	82,000	-	82,000
Reserved for endowments	-	1,276,933	-	-	1,276,933
Reserved for employees' retirement system	23,671,517	-	-	-	23,671,517
Unreserved	-	-	12,948,709	-	12,948,709
Total fund balances	<u>23,671,517</u>	<u>\$ 1,276,933</u>	<u>\$ 13,030,709</u>	<u>\$</u>	<u>\$ 37,979,159</u>
Total liabilities and fund balances	<u>23,671,517</u>	<u>\$ 1,276,933</u>	<u>\$ 13,133,535</u>	<u>\$ 2,107,245</u>	<u>\$ 40,189,230</u>

Town of Reading, Massachusetts  
**Expendable Trust Funds**  
**Combining Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Year Ended June 30, 1995**

	Municipal Light Pension Fund	Group Health Insurance Fund	Workers Compensation Fund	Other Expendable Trust Funds	Totals
	\$	\$	\$	\$	\$
<b>Revenues:</b>					
Intergovernmental	-	-	4,691	-	4,691
Investment income	562,836	-	18,837	300,686	882,359
Contributions	237,054	-	416,283	81,529	734,866
Reinsurance recoveries	-	-	33,051	-	33,051
<b>Total revenues</b>	<b>799,890</b>	-	<b>472,862</b>	<b>382,215</b>	<b>1,654,967</b>
<b>Expenditures:</b>					
Education	-	-	-	3,950	3,950
Human services	-	-	-	141,347	141,347
Culture and recreation	-	-	-	4,125	4,125
Employee benefits	654,828	-	476,964	-	1,131,792
<b>Total expenditures</b>	<b>654,828</b>	-	<b>476,964</b>	<b>149,422</b>	<b>1,281,214</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>145,062</b>	-	<b>(4,102)</b>	<b>232,793</b>	<b>373,753</b>
<b>Other financing sources (uses):</b>					
Operating transfers in (out)	-	(32,715)	-	26,529	(6,186)
<b>Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses</b>	<b>145,062</b>	<b>(32,715)</b>	<b>(4,102)</b>	<b>259,322</b>	<b>367,567</b>
<b>Fund balances, beginning of year</b>	<b>8,467,326</b>	<b>32,715</b>	<b>\$ 352,967</b>	<b>\$ 3,810,134</b>	<b>\$ 12,663,142</b>
<b>Fund balances, end of year</b>	<b>\$ 8,612,388</b>	-	<b>\$ 348,865</b>	<b>\$ 4,069,456</b>	<b>\$ 13,030,709</b>

## **DEPARTMENT OF COMMUNITY DEVELOPMENT**

The Department of Community Development serves the Community Planning and Development Commission, the Conservation Commission, the Zoning Board of Appeals, the Sign Review Board, the Historical Commission, and the Land Bank Committee. The Department is excellently served by its clerical staff, Ms. Helen Joyce, Ms. Carolyn Walsh and Ms. Nancy Graham.

### **Inspections Division**

The Building Inspector, Mr. Glen Redmond, issued 664 permits, made 826 inspections, and obtained \$110,094 in revenues in 1995. The Plumbing and Gas Inspector, Mr. Edward Cirigliano, issued 283 plumbing permits with revenues of \$9,968; issued 108 gas permits with revenues of \$2,875, and conducted 885 inspections. The Wiring Inspector, Mr. John Holland, issued 347 wiring permits, conducted 702 inspections, and obtained revenues of \$13,363.

### **Community Planning and development Commission**

The Community Planning and Development Commission held 28 public hearings in 22 public meetings during 1995. It heard and decided on four Site Plan Review cases (Getty Oil, Pearl Street School, Daniels House Nursing Home, and Dunkin' Donuts on Salem Street), three Preliminary and six Definitive Subdivisions, totaling 32 new building lots (Strawberry Hill Lane, Anson Lane, Beacon Circle, Bethesda Road, Marion Road, and Cory Lane Extension), and one preliminary and two final Planned Residential Developments (48 Mill Street and Back Bay Court). The Planning Division received \$25,508 in revenues in 1995. Commissioners participated in the Open Space and Recreation Planning Task Force, the Reading Business Park Task Force and the new Downtown Steering Committee.

In pursuit of Master Plan objectives, the Commission sponsored several zoning amendments which were adopted by Town Meeting, including increasing the S-10 Single-Family Zoning District to S-15, enhanced protections for legally nonconforming structures and lots, owner responsibility for zoning compliance, streamlining the Planned Unit Development planning and conservation review process, and one planned residential development overlay district. Also, in accordance with Master Plan objectives, the Commission has continued a comprehensive revision of the Subdivision Rules and Regulations, including streamlined applications procedures, off-site mitigation provisions, application fees, professional consulting, updated public street and utility standards, and tree preservation requirements.

Mr. Thomas Baillie completed his term as Chairman in 1994 and Mr. Bryan Irwin, who had been Commission Secretary, was elected to a term as Chairman. Ms. Nancy Shipes became Commission Secretary. Messrs. Jonathan Barnes and Richard Howard remain as members of the Commission. The Commission appreciates the competent services of the Town Planner, Mr. Jonathan Edwards and the Town Engineer, Joseph Delaney.

### **Zoning Board Of Appeals**

During 1995, the Zoning Board of Appeals dealt with 24 petitions, for which \$2380 in application fees were received. Fourteen petitions were for variances (nine granted, one denied, two withdrawn, and two continued to 1996), eight for special permits (six granted and two withdrawn), and four for an accessory apartment (two granted and two withdrawn), and two appeals from decisions of the Building Inspector (one granted, one denied). Ms. Ardit Wieworka was succeeded as Chair by Mr. John Coote. Mr. Stephen Tucker continues to serve as a full Member, and Ms. Susan Gaskill, Mr. John Jarema, and Mr. Christopher Vaccaro are Associate Members. Ms. Karen Saporito was succeeded as Recording Secretary for the Board by Ms. Carolyn Walsh.

### **Sign Review Board**

Established by the new Sign By-Laws adopted by Town Meeting in 1994, the Sign Review Board completed its first full year of service. Mr. Wayne MacLeod serves as Chair, and members are Ms. Geraldine Varney, Ms. Leslie McGonagle, Mr. Robert McIsaac and Mr. James Treacy. Ms. Jeanne Bastoni served on the Board for the first half of the year. During 1995, the Board held 11 meetings and considered 14 applications for Certificates of Appropriateness for business signs in the Downtown and in residential areas.

### **Land Bank Committee**

The Land Bank Committee has continued to add pertinent information to the record files. This included copies of maps, deeds, and detailed items collected from many sources. Also, it has furnished information on request to various Town Boards and Committees, as well as to Town Counsel, on request from them. Members are Benjamin Nichols, Chair, George Perry, Vice-Chair and Edward Smethurst, Secretary.

### **Historical Commission**

The Historical Commission continued in 1995 to serve the people of Reading through a variety of activities. The Commission advanced in its inventory of historically significant buildings and its archiving of written and photographic records of Reading's past, making good use of the repository space provided by the Town last year. After considerable research of similar by-laws throughout the state, the Commission developed a Demolition Delay Bylaw for the Town. Agreeing with the Commission that the by-law would be a significant step in preserving and protecting Reading's historic structures. Town Meeting adopted this measure in its Fall session.

The Commission reviewed and/or advised on plans for 34 Salem Street, the Pearl Street School conversion, Reading Municipal Light's restoration of their Ash Street building, Brooks Pharmacy's renovation of 25 Haven Street, and the Route 129 improvements which affect the Town Common; in the last case, the Town Engineer successfully incorporated the Commission's recommendations into the State's plans.

During National Preservation Week, the Commission sponsored a free slide lecture, attended by Reading homeowners, on "Sensitive Additions to This Old House". The Commission also presented awards to volunteers who contributed to the success of Reading's 350th

Anniversary Celebration in 1994. Historical Commission members assisted on many Town committees, including the Celebration Trust, the Downtown Steering Committee, the Police Station Siting and the 25 Haven Street Task Forces. Members are Edward Palmer, Chairman, John McCauley, Secretary, David O'Sullivan, Treasurer, Edward Smethurst and Virginia Adams. Associate Members are Frank Orlando, William Fowler, Gladys Jones, and Col. Wilbur Hoxie.

### **Conservation Commission**

The Conservation Commission was established in 1960 under Chapter 40 Section 8C for the promotion and development of the natural resources and for the protection of watershed resources. That was the main focus of its activity until 1972, when the Wetlands Protection Act substantially increased the Commission's responsibilities by adding regulatory permitting and enforcement for development projects.

**Regulatory Activities:** 1995 was an active year with 37 RDA and NOI filings. There were 35 Determinations and Orders (including Enforcement Orders) and 21 Certificates of Compliance issued, 64 public hearings held, 28 Administrator sign-offs, and 234 staff inspections performed. The Commission completed over 100 group site visits. The Administrator reviewed 266 Building applications (including pools and Certificates of Occupancy). Total fees collected were \$12,437 under the local bylaw and \$3,440 under the state law.

Monitoring continued on the Route 93 gas spill. Wetlands restoration began at the water treatment facility. Town projects of Parker Middle School and Wood End Cemetery were permitted. The Department of Environmental Protection issued a new manual with revised procedures for wetland delineation and administrative review process. Computer hardware and software were upgraded. Inactive conservation files were archived. Joint meetings were held with the Community Planning and Development Commission and a procedure was developed for holding joint meetings for permitting Planned Unit Development projects. A warrant article was prepared and passed at the Fall Town Meeting to codify this process. **Natural Resources Activity:** A Conservation History synopsis was developed by reviewing Annual Reports and Town Warrant Articles from 1960 through 1994. No land has been purchased since 1977, although the Commission has increased its protected lands by donation of 38 acres and 26 acres by land swap since that time.

The Open Space and Recreation Planning Task Force was established in 1994 to update the 1976 Plan. The Plan was completed and received approval from the Massachusetts Division of Conservation Services in December of 1995. A small grant was received to print the report. Valuable research was completed which helped to identify additional areas in the community which need protection or could enhance the wellfield area of groundwater contribution and land which may be needed for passive recreation by residents. Approval of the report allows the Town of Reading to apply for grants from State Self-Help and Federal Land and Water Conservation funds. The Commission thanks the Task Force, the Recreation Committee and staff, Ben Nichols of the Land Bank Committee and Virginia Adams of the Historical Commission for their contributions.

Final State approvals were received for the land swap with the Reading Rifle and Revolver Club. Tracking procedures for land donations, Conservation Restrictions and land swaps were developed. Thanks to Scouts working on their Eagle projects, valuable work was completed by

## Department of Community Development

Michael Foodman at Lob's Mill and David Kieran at Xavier Conservation Areas. Also, Neeta Bansal and Lynda Joudrey performed volunteer work at Pinevale Conservation Area.

Long-time Member and Chair James Biller resigned from the Commission and David Danis and Michelle Keating were appointed to fill vacancies. Nancy Eaton was elected Chair. Joan Nickerson returned as an Associate Member. The Commission and Administrator Don Nadeau welcomed Carla Gerber-Weintraub as its new Recording Secretary.

### **Metropolitan Area Planning Council**

Reading is among the 101 member communities of the Metropolitan Area Planning Council and is represented by Mr. William F. Crowley, with Town Planner Jonathan Edwards as the Alternate. MAPC has continued to act on a variety of matters in the interests of Reading and its other members: Regional Transportation Plan, Transportation Enhancement programs, Air Quality Management programs, Economic Development grant programs, demographic and statistical analysis, and through the North Suburban Planning Council (NSPC) on specific transportation and development issues of direct concern to Reading. Mr. Edwards also serves as the NSPC representative on the MetroPlan Executive Committee.

In order to increase its ability to serve its local communities, MAPC has made an increasing effort over the past year to add new programs and technologies that will enhance our existing programs. The agency recently purchased MassTrac and MuniLaw, two services that allow MAPC to answer questions on current legislative action and local zoning and general by-laws. Additionally, the agency continues to work with the Massachusetts Municipal Association's Local Net to post information relevant to its communities. Communities that have a modem and are not yet part of the network may call MAPC in order to obtain a license that will allow them to participate in this program.

The agency's Data Center has recently compiled new community profiles for each community and has developed new 25-year population age group and household forecasts for the region. These projections will be used in planning for new infrastructure, and in the delivery of municipal services in the region. MAPC's Geographic Information Systems (GIS) department organized a municipal GIS user's group that meets to share information and help one another. The department also received a state grant to conduct workshops providing technical assistance to local communities on how to best plan for their own GIS needs.

Transportation issues continue to be a major concern for local municipalities. MAPC works with them to help get their projects ready for the Transportation Improvement Program (TIP). The agency recently hosted a public meeting to provide information on the Transportation Enhancement Program so that local governments will have a better chance to make their projects competitive. In order to improve air quality, the federal and state governments encourage new and creative approaches under what is called the Transportation Demand Management Program. MAPC works with local communities to help them formulate their applications for funding under this program. Additionally, this year, the agency introduced Commuter Check, a program that utilizes a federal subsidy to allow employers to provide their employees with a tax free transportation benefit. Employers can purchase up to \$60 a month per employee in travel vouchers which their workers can use for commuting by bus, boat, subway, train or vanpool.

## Department of Community Development

The goal is to reduce the number of single occupancy vehicles on the road, thus improving air quality, conserving energy and easing the overcrowding of the roadways. Any size business can participate.

Two other transportation-related programs that MAPC has worked on over the past year are the Greater Boston Clean Cities Initiative and the Regional Bicycle/Pedestrian Committee effort. The Clean Cities Initiative is a national program that assists communities and public agencies in acquiring clean fuel vehicles by assisting with the incremental cost differences between these vehicles and conventional fuel vehicles. Through this program, communities have the opportunity to acquire electric or compressed natural gas vehicles for use in their municipal fleets. The program, through the use of Congestion Mitigation/Air Quality funding in the TIP can subsidize the additional costs associated with purchasing clean fuel vehicles. The group is also working with the private sector to help set up the necessary infrastructure to support these new vehicles. MAPC has acted as the major staff support for the Boston effort. MAPC staff has also been very instrumental in helping with numerous bicycle planning efforts in the area including helping to develop a regional bicycle/pedestrian plan. The agency has assisted the Bicycle Coalition of Massachusetts in setting up a series of public meetings as part of their contract with the state to inventory existing and potential bicycle facilities throughout the state. The staff has also worked with a number of local groups and projects including: the North Shore Bicycle Coalition, the Assabet River Rail Trail organization, the MetroWest/SWAP bikeway and the Central Mass. Branch feasibility study.

MAPC continues to offer its pavement management program to all its communities. This year, in an effort to increase efficiency and be more compatible with the other regional planning agencies throughout the state, MAPC has changed the software it uses to VHB's Road Manager. For the first time, the agency hired and trained college students to carry out roadway inspections. This worked very well and the agency intends to continue the practice in the future.

The Council has continued its active legislative efforts on behalf of its cities and towns. On the state level, MAPC played an active role in passing, supporting and/or initiating scores of planning-related efforts including: the Metropolitan Highway System, the Open Space Bond bill, the River Protection bill, the MegaBoston bill, the Budget, the Transportation Bond bill, and the Growing Smart legislation. A successful amendment proposed by MAPC to the Metropolitan Highway System bill requires the state to disclose the results of a feasibility study on creating a dedicated funding source for the Central Artery to local municipalities for their review before the state can take any legislative action.

This past year, MAPC placed an increasing emphasis on federal legislative priorities. MAPC met individually with six members of the Massachusetts delegation to discuss important federal legislative initiatives affecting local and regional efforts, including the reauthorization of the Economic Development Act (EDA), the Safe Drinking and Clean Water Acts, Housing and Urban Development (HUD) reform, and the reorganization of the Department of Transportation among the issues.

The agency continues to review and comment on Environmental Impact Reports (EIRs) that are seen as having regional impacts. Staff handles hundreds of calls a year asking for information on a wide range of subjects. They also worked with a variety of local planning groups and sponsor or co-sponsor several dozen public meetings a year.

## Department of Community Development

The North Suburban Planning Council is composed of the following communities: Bedford, Burlington, Lexington, Lynnfield, North Reading, Reading, Stoneham, Wilmington, Winchester and Woburn. The Council normally meets the second Wednesday morning of the month.

This past year, the subregion worked to follow up on the North Suburban Water Supply Protection Plan that was developed for them by MAPC staff. They also initiated a series of evening meetings to facilitate the participation of local selectmen. Additionally, they review all the transportation proposals and projects for the region including the Regional Transportation Center at the Industry-Plex site.

Recently, the group began a research project on assisted living facilities. This study will be completed in 1996.

MAPC staff worked actively with the Reading Downtown Steering Committee to help them develop their visioning program. Staff will continue to act in an advisory role on this project.

Agency staff reviewed the Town's Open Space Plan and provided feedback to the Town. Staff also provided information to the Town on bicycle planning, Zoning By-Laws and household composition.



# READING COMMUNITY PROFILE

Prepared by the Data Center of the Metropolitan Area Planning Council

60 Temple Place, Boston, MA 02111 (617) 451-2770

November 1995



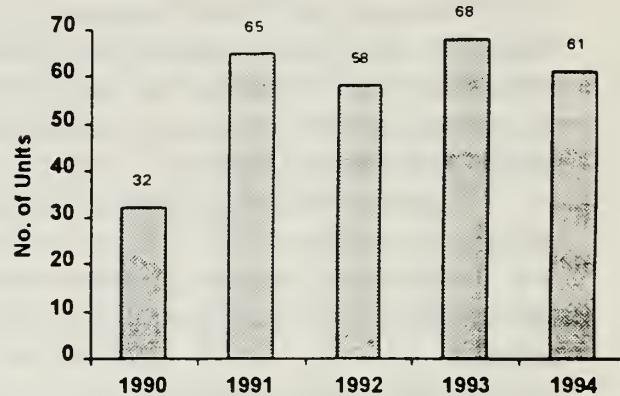
## POPULATION AGE GROUP FORECASTS

(1995, MAPC)

AGE	1990	2000	2010
0 - 4	1,506	1,658	1,545
5 - 9	1,410	1,552	1,446
10 - 14	1,425	1,581	1,684
15 - 19	1,419	1,618	1,723
20 - 24	1,556	1,750	1,877
25 - 29	1,637	1,596	1,760
30 - 34	1,863	1,551	1,687
35 - 44	3,863	3,449	3,001
45 - 54	2,690	3,888	3,360
55 - 59	1,140	1,303	1,827
60 - 64	1,148	1,228	1,721
65 - 74	1,628	1,823	1,965
75 +	1,254	1,462	1,619
<b>Total</b>	<b>22,539</b>	<b>24,459</b>	<b>25,215</b>

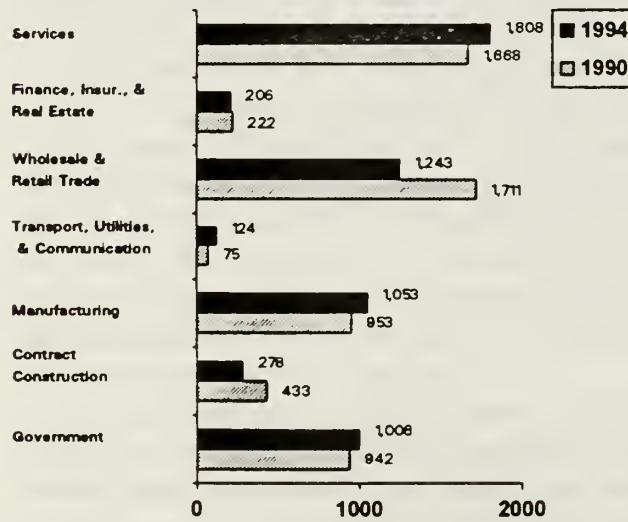
## HOUSING PERMITS ISSUED

(1994, U.S. Bureau of the Census)



## EMPLOYMENT BY PLACE OF WORK

(1994, MA Dept. of Employment and Training)



## EMPLOYMENT, HOUSEHOLD & HOUSEHOLD SIZE FORECASTS

(1994, MAPC)

	1990	2000	2010
Employment	6,060	6,800	7,800
Households	7,932	8,289	8,618
Average Household Size	2.84	2.95	2.93

## MEDIAN HOUSEHOLD INCOME

(1995, MAPC)

1990	1994
\$52,783	\$61,598

## EMPLOYMENT BY PLACE OF RESIDENCE

(1993, MA Dept. of Employment & Training)

	1990	1994	1990	1994
Total Employment	6,060	5,778	13,139	12,732
Average Annual Payroll (\$M)	172,058	187,911	12,548	12,182
Average Annual Wage (\$)	28,392	32,522	591	550
Number of Establishments	569	541	4.50%	4.32%

\* Mining and agricultural employment not presented

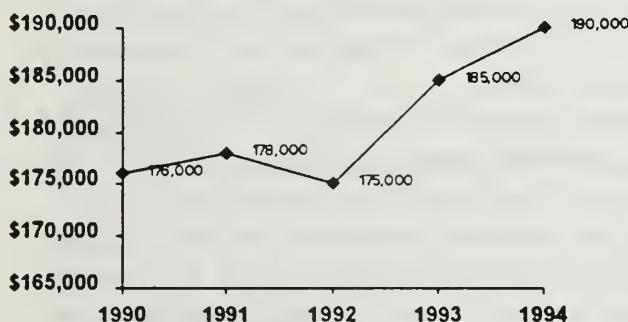
## TAX RATE PER THOUSAND OF ASSESSED VALUATION

(1995, MA Department of Revenue)

Residential	\$16.69
Commercial	\$16.69
Composite	\$16.69

## MEDIAN NON-CONDOMINIUM SALES PRICE

(1994, Banker & Tradesman)



## MEDIAN MONTHLY CONTRACT RENT

(1994, PHH Technology Services)

1 Bedroom Apartment	\$575
2 Bedroom Apartment	\$715
3 Bedroom Apartment	\$775
Single Family House	\$925

## PUBLIC SCHOOL ENROLLMENT

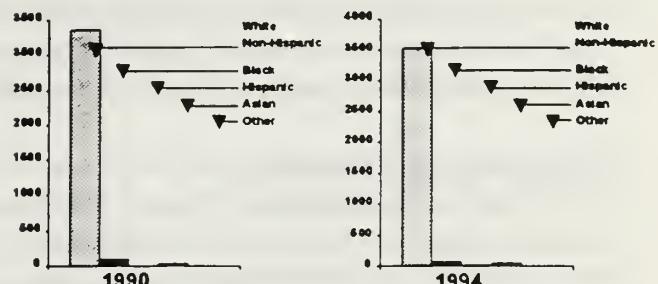
(1994, MA Department of Education)

	K - 6*	7 - 8	9 - 12	Total Public
1990	1,927	524	1,038	3,489
1991	2,014	532	977	3,523
1992	2,052	507	1,003	3,562
1993	2,149	519	978	3,646
1994	2,197	534	945	3,676

\* K - 6 enrollment includes ungraded students

## PUBLIC SCHOOL ENROLLMENT BY RACE AND ETHNICITY

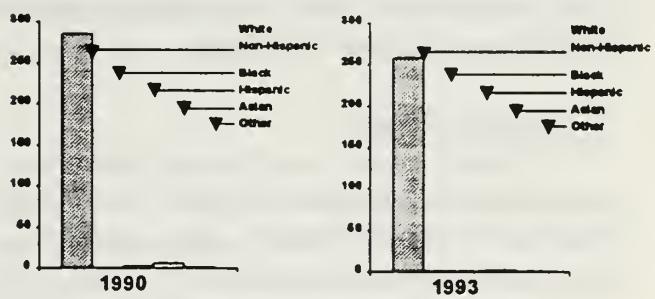
(1994, MA Department of Education)



	White Non-Hispanic	Black	Hispanic	Asian	Other	Total
1990	3,351	94	6	38	0	3,489
1991	3,371	93	16	43	0	3,523
1992	3,412	83	27	40	0	3,562
1993	3,504	82	14	46	0	3,646
1994	3,534	78	16	47	1	3,676

## RESIDENT BIRTHS BY RACE AND ETHNICITY

(1993, MA Department of Public Health)



	White Non-Hispanic	Black	Hispanic	Asian	Other	Total
1990	285	0	3	7	1	296
1991	297	2	1	6	1	307
1992	273	2	1	5	0	281
1993	258	1	2	3	2	266

MAPC REPRESENTATIVE William Crowley

## **DEPARTMENT OF GENERAL SERVICES**

### **BOARD OF SELECTMEN**

In January of 1995, both Daniel Ensminger and Bill Burditt announced their intentions to run for re-election in March. Daniel Ensminger was re-elected to a third three-year term and W. Bruce MacDonald was elected to fill the seat of incumbent Bill Burditt.

#### **Personnel and Volunteers:**

In the Department of General Services, Trudy Wells, Administrative Secretary retired and Lillian Marino was hired as her replacement.

The Board of Selectmen ratified four union contracts during 1995, and the two remaining contracts are under active negotiation.

The Board passed a policy requiring members of Boards, Committees and Commissions appointed by the Board of Selectmen to be residents of Reading.

The Town's Home Rule Petition allowing School Department employees to be members of the Board of Library Trustees, and thus resolving a technical conflict of interest problem, was passed by the legislature in 1995.

The Board members noted the resignation of the following volunteers with much regret: Joan Nickerson, Conservation Commission; Ginny Lane, Council on Aging; Patricia A. Donnelly, Substance Abuse Advisory Council; Indira Balkisson, Solid Waste Advisory Committee; Bill Murphy, Capital Improvements Advisory Subcommittee; Mark Cloutier, Cable TV Committee; Marc Guyott, Cable TV Committee, Lee Selzer, Arts Council; Dick Coco, Finance Committee; Cathy Baranofsky, Board of Health; Jim Biller, Conservation Commission.

#### **Environmental Issues:**

The water supply status continued to be an issue during the year. In July, wells 2 and 3 were put back on line under the constant surveillance of monitoring wells, and the Sunday watering restrictions were lifted.

#### **Community Issues:**

Many issues were brought before the Board of Selectmen during 1995. Some of these included cellular communications on water towers, cable TV franchise renewal, reconstruction of the Mineral Street Bridge, traffic rules and regulations, rubbish collection for condominiums and the smoking ban in restaurants.

Public hearings were held on the reconstruction of South Street, Pearl Street and Route 129. South Street reconstruction was completed, Pearl Street was begun and will be completed in 1996. The plans for reconstruction of Route 129 will be completed, and construction started 1996.

One of the most outstanding community issues in 1995 was the visioning of revitalizing Reading's downtown area. A Downtown Steering Committee consisting of business owners, representatives from the MAPC, residents and Town staff, was formed. The overwhelming response from the community is helping to make the visioning process a reality. The work of this committee will continue into 1996.

**Real Estate:**

1995 was a banner year for the sale of real estate for the Town with the closing on two pieces of town owned real estate, and the agreement to sell the third.

The Pearl Street School was sold and will be reconstructed into an 86 unit "Assisted Living Facility" for the elderly.

The Bear Hill property was sold and will be developed into 132 condominium units. The Town not only will benefit financially from the sale of this property, but a limited number of units will be sold to low and moderate income residents of Reading.

25 Haven Street was sold to Brooks Pharmacy. Brooks Pharmacy will be moving from their location in the Atlantic Market Mall into the 25 Haven Street property in 1996.

**TOWN CLERK**

**Elections:**

In comparison to 1994, 1995 was a quiet year for elections with only the Local Election being held on March 5th. Of the 13,933 registered voters, 21% or 2,899 voters turned out to cast their vote.

**Board of Registrars:**

Chairman, C. Dewey Smith, Gloria Hulse, Town Clerk Catherine Quimby and newly appointed Board member Martha E. Walters certified over 1,700 signatures for referendum questions for the State Election in November of 1996. During the year, we had a total of 475 newly registered voters.

**Census:**

The Annual Town Census was conducted in January, entirely by mail, with a total of 7,980 forms mailed to residences. The end result being a response of over 95% with 308 names being placed on the inactive list.

**Town Meeting:**

The Annual Town Meeting was held in April, completing its business in three sessions. The Annual Budget for Fiscal Year 1996 was voted in the amount of \$40,688,054. Also voted was a Ten Year Capital Improvement Program and a Zoning By-Law amendment which increased minimum lot size to 15,000 sq. ft.

A Special Town Meeting was held in June to (1) amend the FY '95 budget by \$250,000 to accommodate a shortfall in the school budget and (2) to borrow in anticipation of reimbursement from the State the sum of \$437,855 for Chapter 90 highway projects.

The Subsequent Town Meeting was completed in two sessions, November 13th and 16th, voting on 20 Articles. Amendments were made to the Capital Plan and FY '96 Operating Budget. \$148,307 was appropriated to develop plans for the closure of the landfill and \$200,000 for design and construction of Wood End Cemetery on Franklin Street. Additionally, several Zoning By-Law amendments were approved and Town Meeting overwhelmingly upheld the Board of Health's Rules & Regulations with regard to "no smoking" in restaurants.

**Vital Statistics and Licensing:**

During the calendar year 1995, the following Vital Statistics were recorded in the Town Clerk's Office:

**Births** - 321

**Marriages** - 135

**Deaths** - 196

Also issued were 1703 dog licenses and 1 kennel license; 121 business certificates; 29 renewals for underground storage tanks and 60 cemetery deeds.

A total of 541 Fish and Wildlife licenses were issued during the year for a total of \$9,609.20. Of this total, the Town retained \$244.20.

Total receipts collected in the Clerk's Office for the calendar year 1995 amounted to \$52,621.33

**TOWN COUNSEL**

1995 was a very busy year for Town Counsel when once again real estate and land use related matters predominated. At the end of the year, after numerous delays the sales of the Bear Hill Nike site and the former Pearl Street School were finally consummated. In addition, after a lengthy search, a purchaser for the Reading Municipal Light Department's property at 25 Haven Street was selected.

Town Counsel was also deeply involved in the ongoing dispute about travel rights in Old Sanborn Lane and in matters concerning the upgrading of South Street which was finally accomplished. Further, numerous matters were generated by the Board of Appeals and Community Planning and Development Commission relating to the permitting for the Bear Hill and Pearl Street projects and relating to changing the Town's single family S-10 zoning district to an S-15 district. In addition, a Land Court proceeding resulted in a major decision upholding the Board of Appeals' interpretation of the Town's Zoning By-laws as they relate to the merger of lots.

Town Counsel was involved with the lengthy negotiations with Continental Cablevision with regard to the renewal of Continental's Cable TV license in the Town and with numerous solid waste haulers and disposal sites with regard to a long-term solution to the Town's solid waste disposal needs.

The School Department generated numerous questions relating to the renovations to the Joshua Eaton and Parker schools, personnel matters, student discipline and issues relating to the bankruptcy of the School system's transportation provider.

During 1995, H Theodore Cohen completed his twenty-third year of providing uninterrupted legal services to the Town of Reading, and he and the firm of McGregor & Shea, P.C. provided legal services to virtually every officer, board, department, commission and committee in the Town. From Town Counsel's point of view, it was an exciting and rewarding year.

## **READING HOUSING AUTHORITY**

Since its organization and incorporation as a separate body corporate and politic in 1963, the Reading Housing Authority has continued its efforts in seeking new and innovative housing opportunities for families of low and moderate incomes. Currently, the Authority manages 84 elderly/handicapped units; 16 family units; 8 special needs units and two rental assistance programs: 8 State MRVP and 105 Federal Section 8 certificates/vouchers. Both the State and Federal programs have undergone changes in the past year and more changes are anticipated. With the passage of the non-elderly in elderly housing bill in November 1995, Governor Weld signed into law the requirement that there would be a maximum of 13.5% of non-elderly residents that could occupy State elderly/handicapped units. This bill also changes the eligibility requirements by providing stricter screening methods to help keep troublesome tenants, criminal and substance abuse offenders out of elderly/handicapped housing. This bill also lowered the eligible age for qualifying for State aided housing to 60 years of age.

Over the past year, the Authority worked with the Town in two different "linkage" developments: Longwood Place, - an 86-unit assisted living facility to be built at the old Pearl Street School; and Summit Village, a 132-unit condominium development to be constructed at the old Bear Hill Nike site. At Longwood Place, the agreement reached between the Authority and the developer will require that ten per cent (10%) of the units within the development be set-aside for low-income Reading residents. Occupancy of Longwood Place is anticipated to begin in September 1996. The Summit Village development requires the developer to provide thirteen affordable units: two units which will be donated to the Reading Housing Authority for their clients; eleven at a discounted price for first-time home buyers; seven of these units will be for "Local Preference" applicants; and four of these units will be available for State-wide applicants. The Reading Housing Partnership has developed the eligibility criteria contained within the "Lottery Guidelines". They have worked closely with the Authority, Town and State officials, and local area banks to develop a special "first time home buyers" program to assist in the purchase of these units. All eleven units will be kept affordable through a "Deed Restriction" requiring that the units be resold at a 20% reduction from the appraised fair market value at the time of sale. The lucky winners will be chosen by lottery to be conducted on March 7, 1996, when the Chairman of the Board of Selectmen, Sally Hoyt, will draw all applicants' entries. After completion of the lottery drawing, applicants will undergo a final eligibility screening.

Subsequently, the applicants will chose their condominium units in order of lottery selection. Occupancy of Summit Village is anticipated to begin in July 1996.

The Authority is continuing its efforts to seek a continuum of housing options for elders by researching opportunities for adult day care and assisted living for seniors. As the "baby boomers" age, there is a greater need for more elderly housing. With the population living longer, a variety of housing choices must be made available for people to age in place. The Authority is investigating options to provide for this continuum of care.

## Reading Housing Authority

The Authority currently manages 105 Federal Section 8 certificates/vouchers and 8 Massachusetts Rental Vouchers in Reading and surrounding communities. The rental assistance programs of the Authority are all currently leased. However, there is a definite need for available rental units within the community. The Authority is seeking available 2 bedroom, 3 bedroom and 4 bedroom units for qualified certificate/voucher holders. We ask that anyone interested in learning more about these programs contact the Authority's office and we will be happy to discuss the particulars with you.

The current officers of the Reading Housing Authority are:

*Rev. Robert K. Sweet, Jr. - Chairman*

*Donald Allen - Vice-Chairman and State Appointee*

*Jean H. Galvin - Treasurer*

*Arthur J. Reynolds, Jr. - Assistant Treasurer*

*William E. McIsaac - Member*

The Authority is required to have an annual audit of all programs which is conducted after fiscal year end. A bi-annual Management Review of State programs is also performed. The Authority has consistently received the highest rating for its management and operations. There have been no deficiencies or findings in any of the Authority's recent audits. The Authority commends its staff, especially its Executive Director, Margaret Plansky, for their continued diligence, excellence and professionalism.

The Authority takes seriously its commitment to provide equal housing opportunities within the community and is currently working with area banks, State/Federal agencies and Town officials to create and implement programs that will help people of all income levels to find appropriate housing within the Town of Reading. The work that has been accomplished over the past year, specifically with the units at the assisted living facility and the "affordable" housing program at Summit Village, will provide new and unique housing opportunities within the community.

We look forward to the continuation of an excellent working relationship with the Board of Selectmen, the Reading Housing Partnership, the Community Planning and Development Commission and other Town, State and Federal agencies.

## HUMAN SERVICES

The Department of Human Services includes the Divisions of Health (including Weights and Measures), Elder Services, Veterans Services, Recreation and Fuel Assistance. The Department is directed by Ruth Clay whose responsibilities also include the operation of the Health Division.

In 1995, staff has continued to become more proficient with the personal computers, making work more efficient and more professional in appearance. We also received an upgraded replacement for a personal computer who had "died" the previous year, allowing another Division Head to have a computer on his desk to increase efficiency.

The Director of Human Services coordinates efforts at Thanksgiving and Christmas to help Reading's families. Efforts are made to work with other local agencies and clergy to minimize duplication of efforts. Through the generosity of 47 families, 1 neighborhood, 3 Town departments, 7 youth community groups, 3 adult community groups, 4 church groups, 2 preschools and 8 businesses, 88 households received food baskets for Thanksgiving and food baskets with presents for Christmas. These 88 households included 38 single mothers, 1 single father, 18 mentally retarded adults, 2 sets of grandparents raising grandchildren and 125 children. In addition, 20 families were provided food baskets by the Wakefield Elks and the American Legion and coordinated through this Department.

The Town provides the local intake service for fuel assistance. This program is for residents who require assistance in paying fuel and repair bills during the winter months. This year it has been handled by Ginger Butler who in January was still waiting for the federal government to settle the budget and release funds for this program. Therefore, thus far this winter we have processed no new applications; those who were on the program last year renew through the mail.

The Human Services Revolving Fund is a donation account dedicated to providing short term emergency relief to Reading residents with specific needs. In 1995 the monies were used as follows:

Rent	700.00 (3 families)
Heating fuel	1442.81 (9 families)
Electricity	138.96 (1 family)
Medical	205.18 (2 families)
Transportation	107.00 (1 family)
Adopt-a-Kid/Family Programs (donations were specific for use)	<u>1156.32</u>
<b><u>TOTAL</u></b>	<b>\$3750.27 (16 families)</b>

Donations received were as follows:

Addison- Wesley	1000.00
Arthur Hodgdon	50.00
128 Ford Saab Volvo	2650.00
Reading Coop Bank	100.00
Universalist Unitarian Church	200.00
Individuals for Adopt-A-Family	331.75
Anonymous	<u>75.00</u>
<b><u>TOTAL</u></b>	<b>\$ 4406.75</b>

### **Elder Services**

The Division of Elder Services provides services, activities and educational opportunities for Reading residents age 60 and over, and also works with the adult children or friends of elders regarding related gerontological problems.

The Social Work program addresses the critical needs and concerns of elders. Assistance covers crisis intervention, case management, housing questions, intergenerational disputes, self neglect, loneliness, nursing home placement, eligibility screening for State and Federal services, information and referral, resource development, and coordination with area medical and social service agencies. Assisting relatives and friends of elders is an important aspect of this program. The Social Worker made 2830 contacts with clients, a 52% increase over last year. The Social Worker and a volunteer nurse practitioner lead a bi-monthly support group for caregivers of people with Alzheimer's Disease or related dementias.

The van transportation program provides an important service for senior citizens who no longer drive their own car, never did drive, or cannot afford "public" conveyances. Transportation is offered for medical appointments, local shopping, and Elder Services sponsored activities. The van made 5,753 one way trips this past year, traveling 10,303 miles.

The Shopping Assistance Program aided 38 homebound persons who lack the ability to do their own shopping. This is a 23% increase over last year. The client provides the shopping list and the money to purchase groceries and medicines. The Shopping Coordinator made 546 contacts with clients and volunteers. Thirty two volunteers made 1,380 client contacts this past year.

The daily nutrition program is provided through cooperation with Mystic Valley Elder Services, Inc. (MVES). MVES also provides assistance with homemakers, home health aides, legal services, protective services, information and referral, and respite care..

The weekday nutrition program is supervised by a meal site manager whose salary is paid by MVES. 7,694 meals were served, averaging 31 meals per day, representing a 20% increase over last year. Thirteen volunteers helped with the lunch time program. Socialization is an important component of the nutrition program.

The Meals on Wheels Coordinator oversees 61 volunteer drivers who deliver a hot meal to a client's home at noontime. This year 144 people participated in the home delivered meal program, a 18% increase. Clients are referred by Elder Services staff, medical personnel, MVES case managers, and/or concerned family members or neighbors. Meal delivery includes evening meals, frozen meals for the weekend, and nine clinical diets. The clinical diets include heart, no concentrated sweets, diabetic, low or high fiber, low lactose, renal, pureed, or special diets. The number of meals delivered increased by 24% because of the additional dietary options.

The Coordinator of Volunteers organizes volunteers who perform community services for our older population. The Annual Volunteer Reception for 200 volunteers recognizes the contributions made by Reading citizens for Reading citizens. The second town wide Day of Caring was held to raise awareness of the needs of our older neighbors. A documented 257 volunteers contributed 569 hours to help 195 seniors. Intergenerational projects continue to be an important teaching tool for cooperation among the generations. Students did yard work, snow shoveling and developed pen pal contacts with many Reading residents. Coordination of Scouting

## Human Services Department

and Campfire groups yields approximately 60 children each month who make cards, tray favors and baked goods for the enjoyment of many people. Seniors went to the schools to discuss careers and events from their youth.

Volunteers are an integral part of Elder Service programming. Volunteers assist with income tax, Meals on Wheels delivery, medical escorts, class instructors, office volunteers, gardeners, program leaders, "second harvest" distribution, meal site, bingo, recreation opportunities, greetings cards, shopping volunteers, Summerfest Strawberry Festival, hearing clinic receptionists, consumer complaint, Medicare/medigap insurance billing assistance, Fix-It, Knitters, retired musicians, Center receptionists, telephone reassurance and committees.

Educational classes, programs and support groups are held at the Center and the oil painting class at Tannerville. Teachers are paid directly by the students. Classes continuing from last year include "Motion to Music" exercise program, Family History, Ceramics and Oil Painting with students' art work being displayed at the Reading Public Library during May. New classes this year include Country Line Dancing, Bridge, P.A.C.E. People with Arthritis Can Exercise, and Conversational Italian. Continuing programs include chess, billiards, Cracker Barrel weekly discussion group, Monday/Tuesday at the Movies, bingo, the satellite Public Library collection in the Book Nook, "Buttons & Hems," Fix-It shop and the wooden block project. A new program is Thursday Forum. Three support groups continue from last year: Alzheimer's Disease Caregivers' Support Group, "Scuttlebutt" Veterans Support Group and "Free and Sober" AA for Seniors. Two new support groups were established: Low Vision Education and Support Group, and Arthritis Education and Support Group. Support groups are an important avenue for involving people within the life of the Center.

Channel 3 is broadcasting two Elder Services programs, the Motion to Music exercise class and the "Scuttlebutt" veterans discussion.

The Division of Elder Services is committed to providing information enabling citizens to make decisions regarding their well being and quality of life. Programs include: tax exemption workshop, consumer assistance, health issues, VCR workshops, ATM instruction, banking workshop, health insurance presentations, MBTA discount pass, local selectmen and legislators discussion of community issues, slide shows, and Health Care Proxy workshops. S.H.I.N.E. (Serving the Health Information Needs of Elders) assists people with Medicare and related health insurance questions and trained volunteers are available each week.

A national program called Triad was implemented in Reading through the formation of a local committee called SPICE: Seniors Police In Cooperative Efforts. Surveys of community and personal safety were conducted at five citizen gatherings. Survey results culminated in a four day workshop with speakers from the Attorney General's office, Registry of Motor Vehicles, Spaulding Rehabilitation Hospital, Elder Services, Police Department and Fire Department.

Many individuals and organizations have generously supported the Elder Services' agenda by providing money, gifts and inkind services. Individuals and organizations have given hospital equipment, postage stamps for the "sunshine card" program, flowers, plants, books, clothing, food, knitting supplies, games, magazines, gift certificates, materials for the wooden block project, VCR movies, Thanksgiving and Christmas food baskets and dinners and Christmas gifts.

The Division of Elder Services has two revolving funds. The Elder Services Revolving Fund is for emergency situations for which people do not have financial resources. The Shopping Assistance Revolving Fund pays travel reimbursement to the Shopping Coordinator.

The Shopping Assistance Revolving Fund received \$988.50. Expenditures for travel reimbursement totaled \$264.22. The Coordinator's salary is paid by the Executive Office of Elder Affairs' Formula Grant.

The Elder Services Revolving Fund received \$1,419.36 Several memorial gifts were received.

Reading AARP	50.00
MassBank	50.00
Young Women's League	100.00
Reading Veterans' Assoc.	35.00
Superior Officers Assoc. RPD	130.50
Betty Sjogren	200.00
128 Ford, Volvo, Saab	400.00
Anonymous	453.86

Expenditures totaled \$947.17:

Medical bills	\$ 97.10
Rent	204.00
House repair	289.25
Food baskets	356.82

Additional revenues generated: Van rider donations \$871.25; Classes donations \$59.05. Fred Corduck is the substitute van driver.

Eva Hakanson and Sandra Trainor completed terms with the Council on Aging. Oliver Brown resigned from the Council.

### Health Division

The Board of Health continues in its mission to protect the health and well being of the citizens of Reading as well as protect the Town's environment from pollution and damage. The Division develops new programs and services to respond to new issues as they arise.

Substance Abuse Prevention, including tobacco as a gateway drug, is addressed by the Prevention Education Coordinator (PEC), a full time position which is partially funded through the Drug Free School grant. The \$17,818 Drug Free School grant provides partial salary for the PEC, curricula for the schools and program/speaker monies.

Programs included a Family Health Fair entitled "Healthy Choices/Healthy Lives" attended by approximately 1500 people, parent workshops on chemical dependency, understanding family ground rules and family communication.

The Peer Leadership program continues its success with over 80 students applying for 13 available slots. These high school students received training on a variety of issues including team building and violence, suicide and eating disorders. They organized an AIDS Awareness month and healthy dating contracts at the high school, and taught classes at the elementary and middle

## Human Services Department

school. Athletes for a Healthy Lifestyle is another student group sponsored and supervised by the Prevention Education Coordinator. This group worked to develop a smokefree policy for their high school!

The Substance Abuse Prevention Advisory Council continues to meet monthly. The group presents a cable program titled "Perspectives." This deals with a variety of issues from elder chemical abuse, the law, access to the system and use of chemicals and their effect on student athletes. The major community awareness project was the third Town's first drug free week. They presented speakers, a health fair, a senior citizen dinner, free family skating night, and parent workshop attended by more than 1500 people.

Many programming costs are paid through the Prevention Education Revolving Fund which received donations in 1995 from the Reading Superior Officers, Young Women's League, the Lathams, Junior Women's Club and other donations from individuals wishing to remain anonymous.

The Town was also the recipient of a \$57,000 grant from the Department of Public Health. The monies were raised from the 25 cent tax on cigarettes from the passage of Proposition 1. It is being used to increase the hours of existing staff to work on tobacco issues, provide subsidized smoking cessation programs, compliance checks, regulation development and fund community education activities. It also funds the Stoneham program which works out of the Reading Health Division office under the direction of the Reading program.

The PEC continues to organize after school seminars for 4th, 5th, 6th and 7th grade girls as well as 5th and 6th grade boys. There is a nominal fee for these volunteer programs which provide an opportunity to learn about and discuss issues around puberty. In 1995, 520 young people were serviced by this program.

Indoor air continues to be a topic of concern, especially in the schools. Staff accompanied the Mass. Department of Public Health to Joshua Eaton School to check classrooms after the renovation and advise on some staff concerns.

The Director continued work on the Local Health 2000 panel for the Department of Public Health with the final report due in 1996.

The Public Health Nursing position turned over with Donna Cloonan as the current nurse. She provided free tuberculosis screening for 77 residents (required for school and day care volunteers), communicable disease follow up (32) and distribution of vaccine to local physicians. The influenza clinics continued as Adult Immunization Clinics including pneumonia and tetanus shots. Approximately 1500 influenza, pneumonia and tetanus shots were administered in three clinics and home visits. Blood pressure clinics continue to be donated by the Visiting Nurse Association of Middlesex East and Winchester Visiting Nurse Association at senior living and recreation areas.

The Health Inspector and Director continue to carry out a comprehensive program of inspections totaling 634 in 1995. There were 510 food service, 41 housing inspections, 34 solid waste, 35 pool, and 14 miscellaneous inspections. 96 burial permits were issued; an increase of 31% from the previous year.

The office received 112 complaints including 31 housing, 22 solid waste, 32 restaurants, and 28 miscellaneous complaints ranging from odors to animals.

## Human Services Department

The radon testing and educational program continues for its fourth year. Test kits were made available at Town Hall and the Public Library; the Director was available for talks to community groups; PSA's were shown on local cable. The Director was also an instructor for an EPA training course in Washington, D.C.

**Contractual Services:** The largest contractual service is mosquito control. The Town is part of the 19 member East Middlesex Mosquito Control Project which provides mosquito and wetland surveillance, larval and adult mosquito control, ditch maintenance and public education. The Project participates as a component of the State's Vector Control Plan to prevent Eastern Equine Encephalitis. Larval mosquito population data is collected during all larval control operations. Adult mosquito populations are monitored regularly at four trap sites in Reading. The Project increased its capacity to record survey and control information by adding GIS mapping software. This year's dry spring and summer resulted in below average mosquito populations. The risk of EEE also remained low. The larval mosquito control program relies on the non toxic, biological larvicide, Bti. A helicopter application in April applied Bti to 243 wetland acres. Field crews using a truck mounted hydraulic sprayer and portable sprayers applied Bti to 3 wetland acres when high densities of mosquito larval were found breeding in stagnant water.

Adult mosquito control consisted of spraying 4790 acres at night using truck mounted aerosol sprayers when survey traps indicated high populations of nuisance mosquitoes. The Project uses a formulation of resmethrin to control adult mosquitoes. Project personnel sprayed 32 acres using portable sprayers to establish barriers to mosquitoes around recreation areas.

Two other contractual services are with Eastern Middlesex Human Services (EMHS) and East Middlesex Association for Retarded Citizens (EMARC). EMHS provides counseling services (mental health, mental retardation and substance abuse for children, adolescents, adults and elders) who have limited financial resources. In FY '95, this amounted to 1957 hours of clinical services for 111 clients. EMARC served 13 clients attending vocational skills training for individuals who are mentally retarded and then assists them in seeking and securing employment opportunities. This regional program is located in Reading and provides employees for local businesses.

Dead animal pick up continued this year with 176 animals picked up on public ways, an increase of 20%!! The Health Division continues the regional rabies immunization program with Stoneham and Wakefield, providing 6 opportunities for animals to be vaccinated.

**Weights and Measures:** The Sealer of Weights and Measures is now a contractual service shared with Stoneham and Wakefield. This arrangement started July, 1995. In 1995 a total of 47 scales were sealed and tested, 3 scales were adjusted, 216 gasoline meters were sealed and tested with 5 adjusted and 78 apothecary weights and 4 apothecary scales tested.

Revenue collected for FY '95 was \$17,363.

### **Recreation Division**

The Reading Recreation Division offers a variety of programs to residents of all ages. Reading Recreation continually tries to meet the recreational needs of the community. A direct programming emphasis has been placed on Reading Middle School and Elementary School aged youth. The Recreation Revolving fund continues to fund all programs for 1995. The Recreation Committee, with nine members, provide guidance and support to the Recreation Division. Ginger Butler, Recreation Principal Clerk, continues to be an integral part of the Reading Recreation Program.

### **Summer Programming**

The Summer of '95 was another success for Reading Recreation. The Summer Camp program provided fun-filled activities for 407 Reading youth. The Regular Camp was complimented by a successful Jr. Camp program which includes 86 kindergarten age children. This year the Reading Summer Camp worked in conjunction with the Sail Program sponsored by E.M.A.R.C. This program continues to be a tremendous success for everyone involved. This year campers were able to choose their own elective, enjoy weekly field days, and each camper received a Reading Recreation T-shirt. Guidelines for children with Special Needs were developed in order to provide parents with a clear understanding of what the Reading Summer Camp was able to offer. Reading Recreation continues to improve its Summer Camps for 1996. In 1996 Summer Camp participants will enjoy increased pool time and a revised camp program.

The Grant Municipal Pool provided another action filled Summer for 237 youth who participated in the Red Cross Swim Program. This program is extremely popular year to year because of its qualified personnel. In 1995 the program expanded its lessons 10 minutes increasing them from 30 minutes to 40 minutes. This proved to be very popular with the parents of participants and swim instructors. In 1996 Recreation plans to decrease the number of time slots for swimming classes, hoping to fill the classes that are being offered to their capacity.

Recreation has also decided to eliminate its lifeguarding course and replace its BWS/EWS course with the new Red Cross CWS course. The Open Swim Program continued to run with regular hours during the week and weekend. With an extremely hot and humid 1995 Summer, the Open Swim Program was very successful. In 1996, Recreation will be increasing its weekend open swimming hours from 1:00 p.m.-5:00 p.m. to 12:00 p.m.-5:00 p.m. The Grant Municipal Pool did experience some minor problems with its gutter system and funnels. These were minor problems compared to the problems a Summer ago. The Recreation Committee Swimming Pool Subcommittee continues to look at the possibility of a new indoor pool for the Town of Reading. The Swimming Pool Subcommittee hosted the First Annual Grant Municipal Pool Swimming Invitational. The Invitational helped raise pool awareness and was enjoyed by over fifty participants. The Subcommittee hopes to make this an annual event.

Various clinics sponsored by Reading Recreation ran throughout the Summer: Field Hockey, Soccer, Tiny-Toy Soccer, Baseball, Basketball for Girls and Boys, Challenger Baseball, Summer Tennis, Track and Field, Super Sports Camp, Lacrosse, Conditioning Camp and Water Tots. All these programs provided recreational opportunities for a variety of Reading Youth. It is our hope that in 1996 these clinics and more will be offered to the community.

Reading Recreation is planning on offering a weekly track and field meet in the month of July and a Lacrosse Camp for middle school aged students.

"Theater in the Green" for children of all ages on Wednesday afternoons and "A Touch of Class Concerts" for the community on Sunday evenings were again offered. Funding was secured through a grant from the Arts Council, local businesses, and donations collected at the concerts. Recreation hopes to increase the donations for 1996. Reading Recreation has already been awarded more in 1996 than it was awarded last year from the Arts Council. Reading Recreation will continue to try to offer a wider variety of performances to help the concerts stay fresh and exciting. The "Touch of Class" concert series has been changed from eight concerts to seven concerts. The last Sunday evening concert has been eliminated due to a consistent lack of attendance.

Reading Recreation continued its tradition with its annual Baby Show. Over 60 Reading youths and their families enjoyed a fun filled day at the Memorial Park Bandstand. Every child who entered was awarded a special prize and a unique category. Prizes were donated by a number of Reading businesses. The Recreation Committee voted to replace the Baby Show event with a Bike Decorating Contest. The Committee hopes this new offering will allow more individuals to participate.

Graduating middle school youth enjoyed the Second Annual "Coming Together Dance" at the end of the Summer. The dance was held at the Reading Memorial High School and provided an orientation for the incoming freshman. The dance was attended by over 75 current high school freshmen. This tradition will continue in 1996.

The Friends of Reading Recreation continued its Tennis Tournament tradition. The successful tournament was enjoyed by dozens of participants.

### **Fall Programming**

Some of the programs offered to Reading Residents in the Fall of 95 included a mix of new and old programs. Again, Reading Recreation continues to try to meet the needs of all those in the community. Fall programs included: Roller Hockey, a series of Middle School Early Release Trips (Strike-One, Hard Rock Cafe), Sunday Basketball, Travel Basketball, Youth Wrestling, Challenger Soccer, Special Skates, Saturday Cartoon League Basketball, Gymnastics, Elementary School Ski Program, Middle School Ski Program, Friday Night Activities, 2v2 Basketball Tournament, A Teen Issues Program and a Science Workshop. Reading Recreation also offered a variety of family trips and activities including Gingerbread Decorating, Arts and Crafts, New York City Holiday Shopping, the North Shore Music Theater's performance of "A Christmas Carol", and overnight trips to Washington, D.C. and Penn/Dutch Gettysburg.

Basketball continues to be the program of choice for the Fall and Winter. Over 400 Reading youth participated in the 12 week Sunday program which offers a combination of skill introduction and game play. Reading Recreation also is the sponsor of 9 travel basketball teams which play up to a 22 game season. Both the Travel and Sunday Basketball programs were revised in 1995 and will continue to be revised in 1996. Recreation did do a comparison of its basketball programs to those of surrounding communities. It was found that both basketball programs were either equal to or superior to those programs evaluated.

### **Winter/Spring Programming**

Some of the programs in the works for the Winter/Spring of 96 include: Early Release Programs (Amesbury Sports Park, Museum of Science, and Mad Maggies Billiards), Open Recreation, Wrestling, Indoor Golf, Science Workshops, Family Skating Party, Planet Fitness Workout Package and the Second Annual Easter Egg Hunt.

### **Spinning Wheels**

Recreation continues to work with Spinning Wheels and its Director Drew Bilius in recreation programming for children with special needs. Recreation and Spinning Wheels will be coordinating with the Parent Advisory Council 766 on increased programming for children with special needs.

### **Brochure**

Reading Recreation continues to mail out its seasonal brochures full of recreational programs. Help from senior volunteers enables this process in becoming increasingly effective and efficient. The Recreation brochures are mailed to Reading residents in accordance to the latest census. Recreation has received a tremendous amount of feedback on this new idea. The brochures are said to be very convenient and easy to follow.

### **Administration**

Reading Recreation continued to review its Field Fee and Permitting Policy. The reason for the policy is to help organize the field scheduling procedure, creating a more efficient procedure for all those involved. The Recreation Committee also continues to evaluate its \$10 per game field fee. Recreation hopes to be able to expedite the renovation of existing playing fields and other recreational facilities with the monies generated from the fee increase. The increased fee comes with mixed feedback from Reading Sport Organizations and Coaches.

Reading Recreation was an integral part of a group project between the D.P.W., Town Manager and High School Athletic Department. Fields reconditioned in 1995 included continuing improvements to Morton Field, Lighted Field and Street Field. Joshua Eaton A Field, Coolidge Soccer Field and Washington Park were also completely reconditioned. D.P.W. did an excellent job in the field renovation process. It is the hope of the Recreation Committee that through the increase in field fees this process can continue on a yearly basis.

Reading Recreation also is continuously working with the Town Planner on newly developed recreational space. These areas include the existing Bear Hill Site, Pearl Street School Site and the Nike Site.

The Town of Reading has been fortunate to receive the new Burbank Ice Arena. The new skating facility will surely bring many new and exciting recreational opportunities to the youth of Reading. Reading Recreation working with the individual sports organization, the Town Manager and Burbank Ice Rink authorities was able to help bring increased off-season storage space for some existing youth sport organizations at the new ice arena.

Reading Recreation and the Teen Center Subcommittee recently added a Teen Center Youth Council. The Council is made up entirely of 5-8 grade students. The purpose of the

Council is to develop and implement teen programs. The Council will be planning their first event to the Good Time Emporium in Somerville.

Reading Recreation is also working with the Town Manager, The Department of Public Works, and Austin Preparatory Officials in a plan to increase Reading's field supply. The addition of playing fields would ease the constraints on current field scheduling problems and would take some of the pressure off our existing playing fields.

The Recreation Committee has established a new program fee policy, hoping to bring the Recreation Division closer to a total break-even point. This fee program will allow recreation to become increasingly self-sufficient.

Reading Recreation has been glad to offer the public over 100 recreational programs throughout the year. Reading Recreation hopes to meet the communities changing recreational needs, providing them with a combination of safe, fun and educational programs.

### **Veteran's Services**

Paul A. Farrell is the Veteran's Agent for the Town, working an average of 14.5 hours per week. Veteran's Services is governed by Chapter 115 of the General Laws. Veterans and his/her immediate family who are in need that qualify are eligible for benefits. Initial paper work is processed locally, final approval of benefits come from the Commissioner of Veteran's Services in Boston.

Veteran's Administration expenditures for FY '95 for a Reading veteran population of approximately 2146 was \$1,748,336. These benefits were paid directly to recipients and/or their dependents by the Veteran's Administration, not through the Town budget. \$10,369.74 was expended through the Town Budget, 75% of which will be reimbursed by the state. There were 233 active cases in 1995 with 98 current pending cases.

## **TOWN MEETING REPORTS**

### **ANNUAL TOWN MEETING April 10, 1995 to April 27, 1995**

**Note:** The following reports of action taken on Articles in the Warrants for the Town Meetings are from the official records and indicate actions which bind the Town. The reader is referred to the official reports in the office of the Town Clerk.

**ARTICLE 2** To hear and act on the reports of the Board of Selectmen, Town Accountant, Treasurer-Collector, Board of Assessors, Director of Public Works, Town Clerk, Tree Warden, Board of Health, School Committee, Contributory Retirement Board, Library Trustees, Municipal Light Board, Finance Committee, Cemetery Trustees, Community Planning & Development Commission, Town Manager and any other Board or Special Committee. (See Reports on file in the Town Clerk's Office.)

### **ANNUAL TOWN MEETING April 10, 1995**

**ARTICLE 2** - Timothy R. Twomey, Chairman, School Committee, presented the following awards:

#### **The Dorothy and Arnold Berger Award Program**

In 1985, Reading resident Arnold Berger established a trust to provide awards recognizing exemplary teaching and high level of commitment by members of the faculty of the Reading Public Schools. The recipients are representative of the many fine teachers who hold high ideals of professional service to children and their families. The teachers selected through a peer review process have demonstrated excellence in teaching, commitment to students, and leadership through collaboration with their colleagues.

#### **Elementary School**

This year's elementary school recipient of The Dorothy and Arnold Berger Award Program is

#### **Richard Crump**

Dick Crump performs in a manner consistent with Reading's expectations of a quality professional. A developed strong affiliation with staff, parents and students in the Barrows' community has enabled him to work effectively with the diverse issues and demands of the present day. Dick is particularly gifted in his ability to communicate with children. He feels strongly about student empowerment as a means to sustain strong school spirit. Consequently, he has involved students in many activities to enhance their self-esteem.

There is probably no greater testament to Dick Crump's effectiveness as an educator and caring human being than when one frequently hears echoing down the hall, "Hi, Mr. Crump - May I come to see you today?" Children are drawn to him like a Pied Piper.

I am pleased to present this plaque and monetary reward to Richard.

**Middle School**

This year's middle school recipient of The Dorothy and Arnold Berger Award Program is

**Kristin Killian**

When great numbers of middle school students clamor for a part in the school musical...and when 180 students (nearly 50% of the student body) sign up for the voluntary chorus...something special is going on. That something special is Kristin Killian.

A graduate of the University of Lowell, Kris is one of those rare teachers who can unabashedly love students and they reciprocate. Her approach is intensely personal and students simply do not wish to make "Miss K" unhappy in any way.

Kris Killian is a true professional, a credit to Parker Middle School and to the Reading Public Schools.

I am pleased to present this plaque and monetary reward to Kris.

**Reading Memorial High School**

This year's high school recipient of The Dorothy and Arnold Berger Award Program is

**Donna Pappalardo**

Donna Pappalardo is truly an exemplary teacher. She structures classes so that students use higher level thinking skills. She has introduced statistics throughout the mathematics curriculum and she has been a leader in the incorporation of technology and graphing calculators into her classes.

As an educational leader, Donna served as the co-chairperson of the statewide Mathematics Curriculum Framework for Mathematics. She teaches graduate courses to aspiring teachers at Simmons College and often serves as a cooperating teacher for student teachers.

Donna is innovative in her teaching, committed to her students, and a leader in the development of her profession.

I am pleased to present this plaque and monetary reward to Donna.

Timothy Twomey acknowledged the following recent retirees:

**Robert J. Munnelly**

During Dr. Munnelly's tenure in Reading, the school system has flourished and earned a reputation of being one of the better systems in the state. A true champion of teachers, Bob Munnelly has always encouraged personal growth and other professional development activities. As a result, there have been countless honors earned by staff members of different schools. Bob's love of children and his pride in the Reading schools were always evident. A philosopher at heart, Bob has served the Reading schools with dignity and a devotion to the highest standards. He has earned the respect of colleagues around the state, as well as those in Reading. We are most fortunate to have had Dr. Munnelly as Assistant Superintendent and Superintendent of Schools in Reading for 25 years.

We wish him many happy and healthy years of retirement.

**Al Lahood**

Al Lahood, who retired this August as Principal of Coolidge Middle School, has spent virtually all of his professional career as educator here in the Reading Public Schools. Many graduates remember him as a classroom social studies teacher and coach of wrestling and football. Hundreds of students came to know Al Lahood as their guidance counselor at Parker Junior High. In 1975, Superintendent of Schools Robert Wells nominated Al Lahood to be principal of Arthur B. Coolidge School and Al spent the next nineteen years telling colleagues statewide that Arthur Coolidge was a Reading resident and lieutenant governor of the Commonwealth, and that the school was not named after President Calvin Coolidge. These same colleagues elected him president of the Middle Schools Principals Association. Later, because his reputation as a school leader spread throughout the Commonwealth, he was selected as Massachusetts Middle School Principal of the Year in 1993.

Al was a vigorous advocate of strong academic programs, and he spent considerable time and energy supporting his staff and teachers to be a school of educational excellence. Coolidge was regarded as one of the Commonwealth's top schools when Massachusetts Commissioner of Education Ron Raynalds named the school a Massachusetts School of Excellence and nominated the school for national recognition by the Federal Department of Education.

**Dr. Alex Alexanian**

Dr. Alex Alexanian retired this August after serving twenty years as Reading's Director of Pupil Services and Special Education. He joined the Reading Public Schools just as the district began

## Town Meeting Reports

the process of implementing Chapter 766 - Massachusetts' landmark Special Education legislation. All of Reading's Special Education practices and programs to the present day were shaped by the skillful hands of Dr. Alex. Reading's programs have had the reputation of being strong on caring and respect for the handicapped young people ages three to twenty-two who came to the Reading Public Schools for their education; and it was Alex who had the foresight to help us develop a Special Education program with these very human qualities. As an administrator and leader to a big staff of educators concerned about the education of our "special" youngsters, Alex made sure good things happened.

As a colleague he added humor to every meeting, and was instrumental in helping the Administrative Council to be an effective planning and action group. As a member of the Superintendent's Advisory Council, he was a very influential leader for all of education in Reading.

Alex's background as an educator and human service agency administrator was the resource of great importance to the Reading Public Schools as the system grappled with Chapter 766 in the succeeding years. Alex earned his master's degree from Boston University in speech pathology and his doctorate from Boston University in special education, taught as a member of the faculty at Boston University, was an administrator in the Department of Mental Health and the headmaster of a private school for special education youngsters.

Alex has added much to the Reading Public Schools during his years here.

### **Don Farnham**

Don Farnham was a key educator in the Reading Public Schools for forty years, and in that time frame was part of all the trends which Reading had to respond to: the post-war expansion of the Reading schools, when new schools sprung up all over town in the 50's and 60's, the population dropoffs and school closings in the 70's and 80's, and the rebuilding of the elementary schools in the 90's. He taught as a classroom teacher under several of Reading's prestigious principal/educators - - Eleanor Skahill, Dennis Murphy, and Hilda Gaffney. Don tells us he was not old enough to teach for Alice Barrows, or to farm for Joshua Eaton. He assumed the principalship of the Highland School, now Reading's Library in 1964. One of his responsibilities was as supervising principal of the Lowell Street School which closed in the 1970's. When Mrs. Skahill retired at Eaton in 1975, Don moved over to become the principal of the Joshua Eaton School.

Don was a good principal whose leadership and love of children helped to keep Joshua Eaton as a top notch school. A key feature of Don's leadership at Eaton was Global Education. With Don's encouragement, the faculty reached out to model education with a worldwide, geographic perspective and as a consequence, gained state and national honors. The most widely used college text on Global Education has a chapter about Eaton's program and it was one of ten schools nationwide to be part of a global education curriculum development effort.

## Town Meeting Reports

Don served on the School Building Committee which worked tirelessly for years to bring about the renovations and additions to Birch Meadow and Joshua Eaton Schools, and the existence of those two projects is a tribute to Don's leadership.

**ARTICLE 2** - Daniel A. Ensminger, Chairman, Board of Selectmen, presented the following State of the Town Address:

### **STATE OF THE TOWN ADDRESS** **April 10, 1995**

Mr. Moderator, Fellow Town Meeting Members, and Citizens of Reading:

1994 is a year that will stand out in the memories of all Reading residents. It was the year we celebrated Reading's 350th birthday, and was an active year for the entire community. I am especially proud to present this report this year because of the outstanding accomplishments of the community, and the very vital role that Town employees continue to play in these accomplishments.

This community has gotten used to a standard of excellence in its community services, and examples of this level of quality continue to abound in all areas, including library services, emergency medical service, education, law and code enforcement, financial administration, general administration, snow and ice control, cemetery maintenance, public works operations, and human services. Reading continues to take a leadership role in the region and the state in tackling problems and providing services. With the continued encouragement of our citizens and our elected and appointed officials, we will continue this leadership role for the benefit of our residents.

I want to also take a moment to thank the many volunteers who serve Reading so well. The most obvious examples this year were those of the hundreds of volunteers who worked many long hours to bring the community an outstanding and memorable 350th birthday celebration. In addition, there are hundreds of elected and appointed residents who volunteer thousands of hours of their time each year to conduct the ordinary and extraordinary business of this Town. They serve with distinction and often without recognition for their efforts and this New England town could not operate without them.

Now, I would like to review with you some of the highlights and major accomplishments of 1994. In January, Eugene Nigro announced his retirement from the Board of Selectmen, and Camille Anthony was elected to her first term as a Selectmen in March. Later that year, the Selectmen ratified five union contracts following negotiations between the Town Manager and the bargaining units.

We also implemented a non-union pay and classification plan, with appropriate market-based adjustments in the pay of a number of employees, including the Town Manager.

In mid-February, the Selectmen signed a Purchase and Sales Agreement with Longwood Associates for the sale of the Pearl Street School facility. As a result of this action, Longwood Place in Reading, consisting of the adaptive reuse of historic Pearl Street School into 86 units of

assisted living housing for frail elders, will be constructed. The CPDC approved a final site plan for the Bear Hill development, consisting of 132 condominium units with off-site mitigation measures and on-site emenities.

In other activities, the Selectmen continued to work with Cumberland Farms and state and federal regulatory agencies to get the gas spill cleaned up and our wells re-opened. I am pleased to report that two of these wells will be on-line within a month, at which time we will consider lifting the water ban if allowed by the DEP.

In other activities in 1994, the Recreation Park Planning Subcommittee presented the Selectmen with a long-range plan for the development and maintenance of athletic sites and equipment. The Selectmen created the Open Space and Recreation Planning Task Force to plan for open space acquisition and enable the Town to seek state and federal funds for this purpose. A final report of the Open Space Task Force will be given at the Selectmen's meeting on April 25. The Board devoted much time and effort to such issues as swimming pool abatements, rubbish collection at condominiums, revised traffic rules and regulations, second water meters, sewer tie-in, and the long-playing Mineral Street Bridge saga. Over 1000 people attended the long-awaited dedication of the Burbank Ice Arena in November, which showcased the talents of the North Shore Skating Club and the Reading Youth Hockey Organization.

1994 also saw great progress in Reading's education programs and our school building construction program. The new school councils, instituted by the 1993 Education Reform Bill, developed and began implementation of their School Improvement Plans at the elementary, middle and high school levels. These groups contributed their many talents to improvements in school technology, safety and security, inclusion, and enrichment programs. Many scholastic and athletic achievements were attained by Reading students. To name just a few, Coolidge's Science Olympiad team won the State Olympiad for the second consecutive year and competed in Tucson, AZ. The RMHS Marching Band captured first place at the Windjammer Invitational at the Coast Guard Academy and 2nd place at the National Apple Blossom Festival. Most significantly, Reading students continued to do very well relative to their peers in standardized tests such as MEAP and the SAT. All these are testaments to the strong and broad education received by Reading students in Reading Public Schools.

On the school building front, the new addition at Birch Meadow Elementary School was dedicated and opened in the Fall of 1994. Work continued both on schedule and budget on the Joshua Eaton Elementary School renovations. At the Subsequent Town Meeting of 1994, Town Meeting approved \$13.2 million for the reconstruction of Parker Middle School without any debate, proving once again the old maxim that the amount of debate at Town Meeting is always inversely proportional to the amount of money at stake!

As I conclude my review of 1994, I would be remiss if I did not give you a glimpse of the continuing challenges we will all face over the next few years. Mainly financial in nature, these challenges will require the Town to continue to prioritize the services it should provide, plan how to fund these prioritized services, then work the plan we have developed. This will require a very disciplined response from every Town employee, every Town Meeting Member and, indeed, every citizen of Reading. It will also require frequent and effective interaction by all of us with members of the State Legislature and Congress, to ensure the proposed State and Federal legislation works for, and not against, Reading's best interests.

We have witnessed a steady rise in property taxes in Reading, due to a drop in State Aid as a percentage of total revenues. This has happened despite the fact that overall spending per capita in Reading ranks about 100th out of the 350 communities in Massachusetts. Much of the state aid has been channeled to the cities, at the expense of Suburban communities.

I urge all Town Meeting Members to increase their awareness of this issue. Debate the merits of our internal spending policies, but also let your legislators know of your concerns for fair aid to suburban communities.

Thank you and let's have a good Town Meeting and a great 1995!

**ARTICLE 2** - On motion by Daniel A. Ensminger, it was voted to lay Article 2 on the Table.

**ARTICLE 16** - On motion by George V. Hines, Precinct 7, it was voted to take Article 16 out of order.

**ARTICLE 16** - On motion by George V. Hines, Precinct 7, it was voted to accept a gift of two thousand two hundred and thirty five dollars (\$2235) plus other donations that may be made in memory of Bruce Morang To Establish A Trust Fund with the principal and interest to be expended for general library purposes; such funds to be in the custody of the Commissioners of Trust Funds and to be expended by the Library Board of Trustees in accordance with the wishes of the donors.

**ARTICLE 4** - On motion by Camille W. Anthony, Precinct 5, it was voted to Table Article 4.

**ARTICLE 5** - On motion by Daniel A. Ensminger, it was voted to suspend reading of entire motion under Article 5 as Town Meeting Members were in possession of specific wording/figures.

**ARTICLE 6** - On motion by Camille W. Anthony, it was voted to Table Article 6 which allowed for amendment to FY '95 Capital Improvement Plan.

**ARTICLE 7** - Richard H. Coco, Chairman, Finance Committee, moved that the Town vote to adopt the FY 1996-FY 2005 Capital Improvement Program dated 3/23/95 with Line PW-P5 - 2,000.0 - FY 99 eliminated, as provided for in Section 7-7 of the Reading Home Rule Charter. Mr. Coco advised Town Meeting that the Finance Committee did not vote to include the proposed \$2,000,000 for the swimming pool.

James A. Keigley, Chairman, Capital Improvements Advisory Committee, presented the following report:

In the spring session of Town Meeting of the year 1992, we began a Capital Improvement Advisory Committee which came under the auspices of the Finance Committee. Hence it became known as the Capital Improvements Advisory Subcommittee. The committee was established in response to the need for a program of planned capital spending. This would control and project

capital expenditures over the long term within the constraints of limited town revenues. The subcommittee's mission is to assist the Town Manager and the Finance Committee in the establishment and management of a sound capital improvements program in order to ensure prudent levels of on-going financial commitment for the upkeep, renewal, and enhancement of the capital assets of the Town of Reading. The Committee then submits to Town Meeting for consideration its ten year capital budget to accomplish these purposes. The latest one is shown in the warrant with blue pages and is the subject of Articles 7. We would appreciate your support of this article in order to strengthen our efforts to plan and control capital expenses.

During discussion of the Capital Plan, the following amendments were voted:

On motion by Fred Van Magness, Precinct 8, it was voted to amend by adding Line Item SD-B-3 for an amount of \$22,888.77 in FY 1996 - Roof - Joshua Eaton.

On motion by George V. Hines, Precinct 7, it was voted to amend by adding PW-P-5 - \$2,000.0 - FY 1999.

On motion by Timothy Twomey, Precinct 4, it was voted to amend SD-B-11 from \$20,000 to \$40,000.

On motion by Nancy Eaton, Precinct 1, it was voted to amend by adding \$20,000 to CD-C-1 FY 1997 and FY 2003, and \$5,000 to CD-C-2 for FY 1997 and FY 2003.

Main motion under Article 7 was subsequently voted as amended.

**ARTICLE 8** - On motion by Daniel A. Ensminger, Precinct 7, it was voted to Table Article 8.

**ARTICLE 9** - On motion by Timothy R. Twomey, Precinct 4, it was voted that the Town appropriate the sum of \$40,000 (Forty Thousand Dollars) from the tax levy for preliminary design and engineering work for the renovation for Reading Memorial High School, 62 Oakland Road, Reading, MA, such appropriation to include all architectural, engineering, and other fees and preparation costs required to complete the purpose of this article, all moneys to be expended under the direction of the Reading School Building Committee.

A motion to amend Article 9 to \$20,000 by Richard H. Coco, Precinct 4, did not carry.

**ARTICLE 10** - On motion by Daniel A. Ensminger, Precinct 7, it was voted to Table Article 10.

**ARTICLE 11** - On motion by George V. Hines, Precinct 7, it was voted to accept the report of the Board of Selectmen upon the laying out as a public way of the following described private way known as Symonds Way under the provision of law authorizing the assessment of betterments, such highway being laid out in accordance with plans duly approved by the Board of Selectmen and filed in the office of the Town Clerk in accordance with the statutory requirements,

and that the Town authorize the Board of Selectmen to take such lands in fee or rights of easement therein by eminent domain, under the provisions of Chapter 79 of the General Laws, as amended, or acquire said lands in fee or rights of easement therein by purchase, gift or otherwise and to assess betterments therefor; and that the Town vote to accept the public way laid out by the Board of Selectmen as Symonds Way, and that the sum of \$1 be raised from the tax levy and appropriated for the acquisition of said land or easement therein or payment of any eminent domain damages, said sum to be spent by and under the direction of the Board of Selectmen.

108 voted in the affirmative

30 voted in the negative

**ARTICLE 12** - On motion by Sally M. Hoyt, Precinct 4, it was voted to authorize the Board of Selectmen to sell, or exchange, or dispose of, upon such terms and conditions as they may determine, the following items of Town tangible property:

1987 Frontline Ambulance	2 DPW snow plows
30 Fire bunker coats	5 DPW Sander tubs
20 pairs rubber boots	1978 DPW International dump truck
30 Fire bunker pants	1968 Bombadier Sidewalk plow
1982 Maxim Fire Truck	School Department 1980 Dodge Van
3 Police Cars	

**ARTICLE 15** - On motion by Sally M. Hoyt, Precinct 4, it was voted to amend Section 2.1.1 of the General Bylaws of the Town by adding thereto the following sentence: "Notwithstanding the foregoing, in any year in which presidential electors are to be elected, the Board of Selectmen may schedule the commencement of the Annual Town Meeting for the same date designated as the date to hold the presidential primary."; so that Section 2.1.1 shall read as follows:

"2.1.1 The Annual Town Meeting shall be held on the third Tuesday preceding the second Monday in April of each year for the election of Town officers and for other such matters as required by law to be determined by ballot. Notwithstanding the foregoing, in any year in which presidential electors are to be elected, the Board of Selectmen may schedule the commencement of the Annual Town Meeting for the same date designated as the date to hold the presidential primary."

**ARTICLE 17** - On motion by David M. Swyter, Precinct 7, it was moved to table this Article until April 24, 1995.

**ARTICLE 18** - On motion by Camille W. Anthony, Precinct 5, it was voted to amend Section 6.3.3. "Non-conforming Structures" of the Zoning By-Laws of the Town as follows:

1. Delete Section 6.3.3.3. in its entirety and substitute therefor the following:

"6.3.3.3. A non-conforming one or two family structure may be altered, reconstructed, extended, or structurally changed (hereinafter any such work is collectively referred to as an "alteration") as of right in the following circumstances:

6.3.3.3.1. Such structure is located on a lot with insufficient area and/or frontage but such structure complies with all other dimensional requirements of the current Zoning By-Laws and the alteration will be in compliance with the terms of the current Zoning By-Laws.

6.3.3.3.2. Such structure is located on either a conforming lot or on a lot with insufficient area and/or frontage and such structure also fails to comply with one or more dimensional requirements of the current Zoning By-Laws, but the alteration will be in compliance with the terms of the current Zoning By-Laws."

2. Delete Section 6.3.3.4. in its entirety and substitute therefor the following:

"6.3.3.4. For any non-conforming one or two family structure which does not fall within the terms of Section 6.3.3.3. hereof, or for any other non-conforming structure, the Board of Appeals may grant a special permit for the alteration or extension of such structure if the Board of Appeals finds that such alteration or extension shall not be substantially more detrimental to the neighborhood than the existing non-conformity. Where the alteration or extension will not be in compliance with the terms of the current Zoning By-Laws, a variance will also be required."

2/3 vote required

124 voted in the affirmative

2 voted in the negative

**ARTICLE 19** - On motion by Camille W. Anthony, Precinct 5, it was moved that the Town vote to amend the Reading Zoning By-Laws by amending Section 6.2. "Signs" as follows:

1. In Section 6.2.3.2.d.(2) relating to "Signs in Business and Industrial Zoning Districts" delete the phrases "neon tubes," and "except for those of neon tubes and these shall not be illuminated except during hours of operation of the business" so that Section 6.2.3.2.d.(2) shall read as follows: "d. Temporary and permanent signs are allowed to be attached to the inside or outside of the glass surface of a window, subject to the following:

(2) Permanent signs shall be of a durable material, such as wood, metal, plastic, decals, or paint, and shall be displayed only on the interior side of the surface of a window and door, provided that no lettering contained in such sign shall exceed six inches in height and that only the name of the establishment and the type of goods or services it offers shall be displayed or may state "OPEN"; no such sign shall be internally illuminated; no such sign shall require a permit;"

**ARTICLE 18** - On motion by Camille W. Anthony, Precinct 5, it was voted to amend Section 6.3.3. "Non-conforming Structures" of the Zoning By-Laws of the Town as follows:

1. Delete Section 6.3.3.3. in its entirety and substitute therefor the following:

"6.3.3.3. A non-conforming one or two family structure may be altered, reconstructed, extended, or structurally changed (hereinafter any such work is collectively referred to as an "alteration") as of right in the following circumstances:

6.3.3.3.1. Such structure is located on a lot with insufficient area and/or frontage but such structure complies with all other dimensional requirements of the current Zoning By-Laws and the alteration will be in compliance with the terms of the current Zoning By-Laws.

6.3.3.3.2. Such structure is located on either a conforming lot or on a lot with insufficient area and/or frontage and such structure also fails to comply with one or more dimensional requirements of the current Zoning By-Laws, but the alteration will be in compliance with the terms of the current Zoning By-Laws."

2. Delete Section 6.3.3.4. in its entirety and substitute therefor the following:

"6.3.3.4. For any non-conforming one or two family structure which does not fall within the terms of Section 6.3.3.3. hereof, or for any other non-conforming structure, the Board of Appeals may grant a special permit for the alteration or extension of such structure if the Board of Appeals finds that such alteration or extension shall not be substantially more detrimental to the neighborhood than the existing non-conformity. Where the alteration or extension will not be in compliance with the terms of the current Zoning By-Laws, a variance will also be required."

2/3 vote required

124 voted in the affirmative

2 voted in the negative

**ARTICLE 19** - On motion by Camille W. Anthony, Precinct 5, it was moved that the Town vote to amend the Reading Zoning By-Laws by amending Section 6.2. "Signs" as follows:

1. In Section 6.2.3.2.d.(2) relating to "Signs in Business and Industrial Zoning Districts" delete the phrases "neon tubes," and "except for those of neon tubes and these shall not be illuminated except during hours of operation of the business" so that Section 6.2.3.2.d.(2) shall read as follows: "d. Temporary and permanent signs are allowed to be attached to the inside or outside of the glass surface of a window, subject to the following:

(2) Permanent signs shall be of a durable material, such as wood, metal, plastic, decals, or paint, and shall be displayed only on the interior side of the surface of a window and door, provided that no lettering contained in such sign shall exceed six inches in height and that only the name of the establishment and the type of goods or services it offers shall be displayed or may state "OPEN"; no such sign shall be internally illuminated; no such sign shall require a permit;"

2. In Section 6.2.2.4.c. relating to "Prohibited Signs" delete the phrase "except as displayed on the inside of windows subject to the provisions of Paragraph 6.2.3.2.d" so that Section 6.2.2.4.c. shall read as follows:

"c. Internally illuminated signs in a Business-B Zoning District; internally illuminated signs without opaque background or signboard in any other zoning district; signs which contain a beacon of any type; which contain a spot light providing direct illumination to the public; which flash, revolve, rotate, move, or blink, or which fluctuate in light intensity; animated signs, that is, which use lighting to depict action or to create an illusion of movement or a special effect or scene; neon or similar signs."

After a brief discussion on this Article, on motion by George A. Theophanis, Precinct 4, it was voted to Table Article 19. Mr. Theophanis indicated that additional time was needed for enforcement of new sign by-law passed in November, 1993. He suggested CPDC bring this Article back to Town Meeting for review in November 1995.

**ANNUAL TOWN MEETING  
April 24, 1995**

**ARTICLE 2** - On motion by Daniel A. Ensminger, it was voted to take Article 2 from the table.

Nancy Eaton, Chairperson, Open Space and Recreation Planning Task Force, presented the following report which was accepted as a Report of Progress:

The Open Space & Recreation Planning Task Force was appointed in August, 1994 to comply with the requirements of the Executive Office of Environmental Affairs for an updated open space plan. The last official report was filed in 1976 and is required every five years. This report must be current in order to apply for two state and one federal grant programs. The official report was made to the Board of Selectmen on April 11, 1995. It must now be reviewed and comment letters supplied for the "draft" version to be submitted to the Division of Conservation Services which oversees the grant programs. Review and comment must be made by the Board of Selectmen, the Community Planning & Development Commission, the Conservation Commission, the Recreation Committee, the Zoning Board of Appeals and the Board of Health plus the Metropolitan Area Planning Council.

The official versions of the required plans were just finished today, and must now be reduced to report format size of 11 x 17 inches. A display will be made and placed at the library so that citizens may inspect the written plan and the maps. These documents are a planning tool. The areas identified on the action plan identify areas of mainly conservation concern. Some of these areas should be acquired in fee (either by purchase or gift) by the town for conservation purposes while other property owners may be interested in granting conservation easements limiting activity. There are some tax savings available to owners who qualify. Information regarding conservation easements and income and/or property tax benefits will be placed in the library and at the conservation office at Town Hall. The public is welcomed to inspect these

documents and review them with their financial and legal advisors. The Conservation Commission would be pleased to discuss any of the highlighted properties with their owners.

The Open Space & Recreation Plan was a request for a wide range of information covering the history of the community, the town's place in the region and the population characteristics, including growth, density, age, employment and income, growth and development patterns, the infrastructure and long term development patterns. The plan required an environmental inventory and analysis including geology, soils, topography, landscape character, water resources, vegetation, fisheries and wildlife, scenic resources and environmental problems. The next section deals with an inventory of lands of conservation and recreation interest including protected and unprotected parcels and a Federal Section 504 self-evaluation of handicapped accessibility of open space lands and programs. (Map)

The most important parts of the plan are Sections 6-9 which identify the community goals, the analysis of needs, the goals and objectives and the five-year action plan. These sections would have been impossible to have assembled without the participation of the hundreds of town residents who completed the survey and we thank you for your participation.

The survey indicated that residents "want more protected open space and strongly favor hiking, biking, nature trails and cross-country skiing."

In these few minutes, I can only briefly skim the 76-page plus attachments that the plan covers. The action plan has been named **ACE: Acquisition - Connection - Enhancement**. Each item has an objective and specific actions to accompany it. Briefly, **A. Acquisition**, includes protection of Chapter 61, 61A and 61B properties; protection of water resources; protection of wildlife habitat; expansion of active and passive recreation sites and generation of revenue.

**B. Connection:** Develop a greenways or trail network within and between conservation areas and linking them to recreation sites; collaborating with neighboring communities on connecting trails, such as Rails to Trails and Bay Circuit Greenbelt; establishing a strategy for pedestrian and bike linkage to the proposed regional Ipswich River Park in North Reading; establishing a Friends of Open Space program; establishing a permanent Open Space entity from Conservation and Recreation for continued monitoring of Town open space needs and issues addressed in this document; developing a speakers program; improving or renovating active recreation sites to meet need; developing a newsletter or news column about conservation issues to educate the public and promote passive recreation in protected areas; develop a town identity and develop a Town Open Space Day with suitable activities. **C. Enhancement:** Implement a public awareness program of recreational opportunities at each site; investigate appropriate open space restrictions on new cluster zoning and subdivision sites; recommend and support appropriate zoning bylaw changes to enhance open space around and between dwellings and between business and residential areas; promote accessibility to open spaces; improve visual aesthetics and develop an interpretive historic site at Lobs Pound Mill.

Two weeks ago, I requested that you keep open space acquisition alive in the Capital Improvement Plan and I thank you for your vote. Although we have acquired a few parcels by gift, the Town of Reading has not spent any money on acquisition of new open spaces since 1976. We all know what has happened to real estate values in the twenty intervening years. In the last year, three sites that should have been preserved as town open space with both conservation and recreation potential have been sold to private developers. Because of our

inability to apply for state and federal grants for these projects -- because the open space plan was not current -- and because the Finance Committee would not include us in the Capital Improvement Plan -- because the open space plan was not current and we did not meet the time schedule for their perusal -- although we certainly knew which properties needed to be acquired -- we have been shut out of all funding streams.

Sometimes, state and federal grants can be put together to almost completely fund a project. Other times, the town must contribute some funds. In addition, property appraisals must be completed and there are some expenses associated with any land transfer. Acquisition of open space does not fit neatly into capital improvement time cycles or even predictability. We cannot foretell when property owners will place parcels on the market and once they do, action must take place quickly if the Town is to be successful in acquiring the site. Unless funds are made available on a yearly basis, there is little chance of protecting what little open space remains in our community.

You, the residents of Reading, indicated by your survey responses that you wanted more open space. I am here as the spokesperson to ask Town Meeting and the Board of Selectmen to place this report and its recommendations much higher in the Town's priorities than open space has received in the last twenty years.

I'd be pleased to answer any questions you have either tonight or after you have had an opportunity to review the plan in detail. Anyone interested in becoming a Friend of Open Space, please speak to any member of the Task Force or to the Conservation Commission or Recreation Committee. I wish to publicly thank the members of the Task Force for their hard work and diligence in putting together a plan in eight months that normally takes a year and a half. It was a pleasure to get to know each of them and their love and concern for what happens to the Town.

The Town is blessed by having so many residents that volunteer not only on this Task Force but all of the Commissions, Boards, Committee and Task Forces in Town. Thank you. Nancy L. Eaton, Chair, Camille Anthony, James Boucher, Bryan Irwin, Gerard McDonald, John McGrath, and Jerry Vitale.

**ARTICLE 2** - Philip Pacino, Chairman of the Haven Street Task Force, presented the following report which was accepted as a Report of Progress:

The intent of Article 17 is to loosen the requirements of the original Article authorizing the sale of the building at 25 Haven Street. This is being done in order that the Task Force will have some flexibility to get a bidder to the table and to negotiate with the bidder.

First, a look back at how the Task Force got to this point.

Town Meeting under Article 16 of the 1994 Annual Town Meeting authorized the Selectmen and the Municipal Light Commissioners to appoint a Task Force that was to determine restriction on and to recommend a bidder for 25 Haven Street. Further, under that Article, Town Meeting directed that the property be sold for not less than a professionally appraised value and that the sales proceeds be used against the bonds issued to pay for the RMLD facilities at 230 Ash Street.

The Task Force was appointed and set forth the following restrictions for bidders on the property:

1. No change in present zoning
2. No adult entertainment uses
3. No automotive uses
4. No commercial arcade uses
5. No biotech waste or hazardous material storage uses
6. No warehouse or bulk storage use

Hunneman and Co., a respected Boston appraisal firm, was chosen as the professional appraiser. A bid deadline of November 1994 was set.

In November 1994, the appraisal and the bids were opened. The appraisal amount was \$450,000. The bids received were for \$404,000 and \$50,000. Since neither met the requirement of the appraisal amount, they both were rejected. The Task Force was not legally allowed to talk to either of the 2 bidders in an effort to further the bid.

The Task Force, as their next option, decided upon a second set of bids. The two bids received were \$375,000 and \$50,000. Both bids were rejected again as being below the appraised value.

The Task Force has returned to the Town Meeting with this Article to give it the ability to maneuver with any bidders.

It is the intent of the Task Force should this Article be approved that the property should be actively marketed. The Task Force has recommended that a brochure on the property should be prepared and distributed to Boston Area commercial realtors. The Task Force further recommended that the property be advertised in the commercially realty sections of the Boston Globe and/or the Boston Herald.

The Task Force has recommended that the hiring of a professional real estate expert is not necessary. The Task Force feels the marketing of the property can be handled with the present abilities of the members of the Task Force and the RMLD.

The Task Force is looking for some flexibility with any bidders and feels that Article 17 will give that flexibility to it. Thank you Mr. Moderator.

On motion by Daniel Ensminger, it was voted to lay Article 2 on the Table.

**ARTICLE 17** - On motion by David M. Swyter, Precinct 7, it was voted to amend the Motion made under Article 16 of the Annual Town Meeting Warrant of April 11, 1994 relating to the sale of 25 Haven Street, by deleting the phrase "FOR AN AMOUNT NOT LESS THAN THE APPRAISED VALUE" and substituting therefore the phrase "FOR AN AMOUNT NOT LESS THAN EIGHTY PERCENT (80%) OF THE APPRAISED VALUE" so that said motion shall read as follows:

"Move that the Town vote to transfer the care, custody, management and control of the following described property, commonly known as 25 Haven Street, from the Reading Municipal Light Board to the Board of Selectmen and the Municipal Light Board for any other municipal

purpose, including the possible sale thereof; and to see if the Town will vote to authorize the Board of Selectmen and the Municipal Light Board to convey all or any part of the following described property, and subject to the Uniform Procurement Act (Chapter 30B of the General Laws) or any other applicable law and using a written appraisal prepared by a qualified commercial property appraisal firm to determine the minimum amount to be paid for such conveyance; and to authorize the Board of Selectmen and Municipal Light Board to convey all or any part of such property FOR AN AMOUNT NOT LESS THAN EIGHTY PERCENT (80%) OF THE APPRAISED VALUE, and upon such terms and conditions as the Board of Selectmen and the Municipal Light Board shall consider proper, and to deliver a deed therefor to said purchaser; and to see if the Town will vote to appropriate from the special fund for the proceeds from the sale of such real estate established for Chapter 523 of the Acts of 1989 an amount equal to the NET amount paid by such conveyance, such funds to be applied to the retirement of the debt service associated with the purchase of and renovations to the Reading Municipal Light Department Property at 230 Ash Street:

The land commonly known as 25 Haven Street shown on Board of Assessors' Jan. 1, 1986 Map 54 as Lot 19A consisting of 18,933 square feet of land, more or less, and being the land described in Certificate of Title No. 44966 registered at the Middlesex South District Registry of the Land Court in Book 301, Page 245."

81 voted in the affirmative  
73 voted in the negative

On point of personal privilege, Tom Ryan, Precinct 1, asked that Town Meeting Members identify themselves by name and precinct when they speak.

**ARTICLE 13** - On motion by Daniel A. Ensminger, Precinct 7, it was voted to authorize the Town Manager to enter into a contract with users or operators of solid waste disposal facilities for the disposal of refuse, garbage and waste or for the purchase or use of by-products or residue resulting from the operation of such solid waste disposal facilities, such contract shall be for such period as agreed upon by the parties and upon such other terms and conditions as agreed upon by the parties and shall be in accordance with the applicable provisions of General Laws Chapter Forty D, Section Twenty-one, General Laws Chapter Forty-four, Section Twenty-eight C or any other applicable enabling authority.

**ARTICLE 14** - Richard H. Coco, Chairman, Finance Committee, presented the following budget report:

#### **FINCOM Budget Message to Town Meeting**

There are three areas which I would like to focus on in this budget message to Town Meeting this year. These are: a brief review of the status of the current fiscal year's budget (1995); a discussion of the importance of reserves when the Town seeks to borrow for capital projects, and an overview of the FINCOM recommended Fiscal Year 1996 budget.

First, the status of the current fiscal year:

I am pleased to report to you this evening that the revenue projections made last year at this time were reasonable. This conclusion is based on the known revenues through the end of March, 1995, and the anticipated total revenues expected by the end of June when FY 1995 closes. It can at this time be safely stated that actual revenues will generate a healthy free cash position at the end of FY 1995.

The economic downturn of 1991-1993 has run its course which shows up in a decrease in the amount of delinquent property taxes. Further, while interest earnings on the Town's general fund hit lows below 2% in 1993, they have now rebounded to between 5 and 6% as a result of actions taken by the Federal Reserve over the past year.

The revenue data for Fiscal 1995 reinforces the wisdom of the Town's conservative approach to forecasting revenue. This is an approach which is helping the Town to reach its long term goal of building adequate reserves. A significant proportion of these reserves is called "free cash", an official definition of which appears on Page 21 of your warrant report. The Town needs these reserves for emergencies and contingencies such as closure of the landfill site when legally required, or bridging the gap in anticipated revenue if we did not receive SBAB funding reimbursements for school debt when planned, or did not sell the Pearl Street School and the Bear Hill Nike Site in time to fund the Parker Middle School debt service.

One true measure of how reserves are viewed is to see how the bond market treats the issue. The bond rating services such as Moody's and Standard and Poor's look at a municipality's reserves as a necessary cushion against unanticipated expenditures and in fact provide guidelines stating that ideally the reserves should be approximately 5% of the operating budget.

For Reading, 5% of \$36,000,000 is \$1,800,000. Reading currently has only approximately \$1,000,000 in reserves, considerably short of the ideal goal. When Reading goes out in the bond market to borrow funds for long term projects such as the Parker Middle School renovation or any other bondable project, the amount of our free cash and other reserves is one of the benchmark measures used by the bond rating services before setting a rate at which the Town can borrow money. If we keep a low "free cash" account because we continually draw it down to cover operating expenses, then we place in jeopardy our ability to get favorable interest rates for our bonds. Borrowing then costs Reading more. This issue is particularly important to us now, as we will be marketing more than 20 million dollars in already approved school debt in the near future. A difference in our interest rate of one quarter percent would mean a \$50,000 swing in the first year debt service alone. Eroding our free cash now means that in effect we are mortgaging our future and that of our children for a near term gain.

The FINCOM believes that it is very important for Reading to build up and maintain adequate reserves consistent with the guidelines set by the bond rating services.

Turning now to the proposed budget for FY 1996, the total projected revenues to the Town from all sources including property taxes, revenues from other sources such as: charges for services, motor vehicle excise tax, licenses and permits, intergovernmental revenues such as state aid and operating transfers is estimated to be: \$36,262,468.

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The proposed allocation of these anticipated revenues between the various town functions and departments as recommended by the Finance Committee are as follows:

For Debt Service and Capital Expenditures:	\$ 2,350,623
For Employee Benefits:	\$ 4,897,657
Municipal Government:	\$10,368,431
Schools including the Regional Voc Tech:	\$17,962,435
State/County Assessments:	\$ 677,623

By percentage, the proposed allocations are: 28% for Municipal Government; 50% for Schools; 14% for Employee Benefits (and this figure includes health insurance and other benefits for school personnel as well as Town employees); and 6% for Capital Expenditures and Debt Service. State and County Assessments are the approximately remaining 2% of the budget.

The proposed budget for FY 1996 recommended to Town meeting for its adoption by the Finance Committee and summarized in the yellow pages of this year's warrant, was developed by the Town Manager and reviewed and voted by FINCOM over the past several months.

The accumulated effort of reviewing and voting each line item and expenditure in the budget has totaled between 5 and 6 months. The FINCOM strongly believes that the budget recommendations we are making to Town Meeting fairly and equitably allocate the projected revenues for FY 1996 to satisfy the diverse needs of the Town.

The FINCOM recommendation continues to demonstrate a very strong commitment to the education of our children, while simultaneously providing the funding necessary to properly operate the other equally important services provided by our town such as our public library, fire and police protection, maintaining our roads and infrastructure and also provide funds for not all, but certainly the most important capital needs which have been identified in the Capital Improvement Plan for next year, and which you overwhelmingly approved two weeks ago.

The FY 1996 budget we are recommending for adoption this evening is fully funded based on the estimated anticipated revenues for next year. There will be no need to dip into the Town's cash reserves.

FINCOM strongly urges all members of Town Meeting to work with us in maintaining and building these reserves and resist efforts which may develop later this evening, to take money from free cash to fund additional appropriations over and above what is presented by FINCOM as the FY 1996 budget.

Thank you for your attention this evening.

**ARTICLE 14 -** Peter Hechenbleikner, Town Manager, presented the following Budget report:

### **Town Manager's Budget Presentation**

The budget presented to you this evening represents the 10th annual operating budget that I have presented to Town Meeting. During those 10 years, we have experienced what, in retrospect, appears to have been the "good old days," and we have experienced some of the greatest fiscal problems to befall local governments in anyone's memory. The FY 1996 budget process should have been an easy one, with revenues increasing significantly for the first time in years without a dependence on a Proposition 2 1/2 override. It has proved, in my opinion, to be the most difficult budget that I have had to put together. This is at least partly a result of increased expectations, in part to be blamed on Education Reform.

During the past 10 years, there have been several guiding principles we have lived with:

- ◆ Establishment of a conscious community priority on education and public safety;
- ◆ Maintenance of sound financial practices;
- ◆ Restoration and preservation of the capital plant of the community;
- ◆ Use of an evolving process of cooperative decision making involving the Town Manager, the Board of Selectmen, the Finance Committee, the School Committee, and Town Meeting;
- ◆ Work towards a long term budget projection and model, and
- ◆ Equity among all departments of the government, especially when it comes to salary and benefit issues.

The FY 1996 budget as presented, I'm sorry to say, departs from many of these principles. In this departure, it is not so much the difference in dollars that causes concern, but rather the departure from a cooperative process.

#### Establishment of a conscious community priority on education and public safety -

This principle has been met with the Public Safety Budget up 6% and the School Department budget recommended by the Finance Committee increased 7.8%.

Additionally, capital expenses have been focused in large part on the Educational and Public Safety functions of the community, with over \$20 million committed to school construction and thousands to police and fire facilities and equipment over the past couple of years and projected into the next several years.

Preservation of sound financial practices - The town has consciously rejected fiscal gimmickry in the past, like the fabled school teacher salary deferral, and early retirement for Town employees, etc. We have embarked on a program of fully funding our pension system. We have committed to long term capital and operating budget projections and planning. We have worked to restore our cash reserves from a low of less than \$200,000 just a few years ago. Our fiscal management team, including the Finance Director and the Town Accountant as well as the Town Manager, are

## Town Meeting Reports

extremely concerned about using free cash at this time, and not heeding the warnings about using fiscal restraint in our operating budgets that we committed to when we approved the Parker Middle School project 2 years ahead of schedule.

Restoration and preservation of the capital plant of the community - We are continuing to make good progress on capital planning, and are committing a constant percentage of our budget to our capital plant. There will be a great temptation as we spend our reserves to reduce our capital expenditures rather than reducing our operating budgets, and this is a temptation that must be resisted. In fact, the community has de facto resisted this temptation in large part because much of the capital costs over the next several years is for bonding which are costs that we must pay. We all participated in the debate on the current Capital Improvements Program, and know the need for more funding for capital plant, not less.

Use of an evolving process of cooperative decision-making involving the Town Manager, the Board of Selectmen, the Finance Committee, the School Committee, and Town Meeting - This process has been significantly by-passed in this budget year. Guidelines initially agreed to were a 3% increase in salaries (later reduced to 2.5%), 2.2% increase in expenses, and a prioritization of "structural budget increases" and "new programs." All expenses above the 3%/2.2% increases were to be prioritized. The Board of Selectmen conducted a process that resulted in inclusion of 3 new programs totaling less than \$30,000. The School Department has not prioritized its budget additions over and above the base budget.

Work towards a long term budget projection and model - The Town has developed a 10 year capital plan, and a 5 year budget plan. The 5 year plan projects approximately 35 new School Department employees, and shows a deficit of approximately 2 million per year by the year 2000. The anticipated expenditures are clearly beyond the Town's ability to pay, unless there is a significant source of new revenue, or unless the Cities and Towns reduce or eliminate their reliance on the property tax to support public education. Equity among all departments of the government - The Town department budgets reflect a salary increase of 2.5%. In the past, when salary inequities were identified, such as for the Firefighters, the Police Officers, or non-union personnel, these were addressed by Town Meeting specifically. The School Department has a minimum of 3% salary increases built into their budget. We had previously agreed to a model using 3% but when it became clear that the revenues would not allow that level of increase, it was reduced - for the Town employees at least. A further inequity is funding for Professional Development. The total of Town funds available for that purpose is in the personnel budget - a total of \$20,000 for 250 Town employees including over 50 separate and distinct disciplines. No moneys are available for out-of-state travel. In the School budget, there is an increase of \$39,000 and there is funding for out- of- state travel. In the School Department, there is an increase of 9.5 Full-Time Employees, 4 of whom are related to increasing enrollments.

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In the Town, there are 1.3 FTE increases, one of whom is a Police Officer 3/4 of whose salary will be paid with a grant for 3 years. These increases in funding for the School Department are not mandated by Education Reform. The Town of Reading will be spending considerably in excess of Education Reform mandated spending in FY 1996 (approximately \$700,000 more than required) as it did in FY 1995.

My point in this discussion is not to suggest that Town Meeting should appropriate either more or less than recommended by the Finance Committee for any department budget. My hope is that Town Meeting:

- Will have a little better grasp of the process and problems that we all face in developing a budget;
- Will realize the absolute necessity of leaving the Town's current level of cash reserves intact as recommended by the Finance Committee;
- Will at least be aware of, if not address, the inequities as identified in the budget; and
- Will support continued efforts at improving the budget process and will support adherence to the process by all parties.

**ARTICLE 14** - On motion by Richard H. Coco, it was voted to approve and appropriate the Proposed FY 1996 Budget as presented for Line Items A1 and A2 (Accounting Department). \$88,675 is to be provided as follows:

### Lines A1 and A2

Property taxes, State aid, and non-property tax local receipts.

**ARTICLE 14** - On motion by Richard H. Coco, it was voted to approve and appropriate the Proposed FY 1996 Budget as presented for Line Items B1 through B9 (Community Development Department). \$178,396 is to be provided as follows:

### Line B1

\$1,500 from Wetland Fees, with the remainder from Property taxes, State aid, and non-property tax local receipts.

### Lines B2 - B9

Property taxes, State aid, and non-property tax local receipts.

**ARTICLE 14** - On motion by Richard H. Coco, it was voted to approve and appropriate the Proposed FY 1996 Budget as presented for Line Items C1 through C10 (Finance Department). \$678,676 is to be provided as follows:

### Lines C1 - C10

Property taxes, State aid, and non-property tax local receipts.

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**ARTICLE 14** - On motion by Richard H. Coco, it was voted to approve and appropriate the Proposed FY 1996 Budget as presented for Line Items D1 through D13 (General Services Department). \$607,553 is to be provided as follows:

### Lines D1 - D-13

Property taxes, State aid, and non-property tax local receipts.

**ARTICLE 14** - On motion by Richard H. Coco, it was voted to approve and appropriate the Proposed FY 1996 Budget as presented for Line Items E1 through E11 (Human Services Department). \$322,286 is to be provided as follows:

### Lines E1 - E11

Property taxes, State aid, and non-property tax local receipts.

**ARTICLE 14** - On motion by Richard H. Coco, it was voted to approve and appropriate the Proposed FY 1996 Budget as presented for Line Items F1 through F2 (Library). \$562,424 is to be provided as follows:

### Lines F1 - F2

Property taxes, State aid, and non-property tax local receipts.

**ARTICLE 14** - On motion by Richard H. Coco, it was voted to approve and appropriate the Proposed FY 1996 Budget as presented for Line Items G1 through G8 (Public Safety Department). \$4,632,387 is to be provided as follows:

### Lines G1 - G8

Property taxes, State aid, and non-property tax local receipts.

John Wood, Precinct 2, moved to reduce the total of Lines G1-G8 by \$13,045 (the Animal Control Officer's salary). This motion was voted in the negative.

**ARTICLE 14** - On motion by Richard H. Coco, it was voted to approve and appropriate the Proposed FY 1996 Budget as presented in Line Items H11 through H17 (Public Works Department: Administration, Engineering, Highway & Equipment Maintenance, Parks/Forestry, Building Maintenance, Street Lighting, Rubbish Collection, Snow and Ice Control, Cemeteries). \$3,298,034 is to be provided as follows:

### Lines H11-H15

Property taxes, State aid, and non-property tax local receipts.

### Lines H16-H17

\$82,000 Bequest Income and \$20,000 Sale of Lots with the remainder from Property taxes, State aid, and non-property tax local receipts.

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**ARTICLE 14** - On motion by Richard H. Coco, it was moved to approve and appropriate the Proposed FY 1996 Budget as presented for Line Item J1 (School Department). \$17,900,000 to be provided as follows:

### Line J1

\$20,000 from Free Cash, with the remainder from property taxes, State aid, and non-property tax local receipts.

Timothy Twomey, Precinct 4, moved to increase Line J1 by \$75,000.

An alternative amendment was offered by Richard Radville, Precinct 7, to increase Line J1 by \$108,506. Under discussion of Mr. Radville's motion, Mr. Ensminger reminded Mr. Radville that any specific individual interest in an Article should be disclosed. Mr. Radville replied that his wife could be considered for the position of Understanding Handicaps Coordinator if this new position was funded by the School Committee budget. Mr. Radville's motion to amend by \$108,506 was defeated on a standing count: 69 Yes and 74 No.

On motion by Timothy Twomey, Precinct 4, it was voted to increase Line J1 by \$75,000 making the total of amended Line J1 \$17,975.000 to be provided as follows:

### Line J1

\$95,000 from Free Cash, with the remainder from property taxes, State aid, and non-property tax local receipts.

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**ARTICLE 14** - On motion by Richard H. Coco, it was voted to approve and appropriate the Proposed FY 1996 Budget as presented for Line Items J2 (Northeast Regional Vocation School District Assessment). \$62,435 is to be provided as follows:

### Line J2

Property taxes, State aid, and non-property tax local receipts.

**ARTICLE 14** - On motion by Richard H. Coco, it was voted to approve and appropriate the Proposed FY 1996 Budget as presented for Line Items K1 through K29 (Debt Service and Capital). \$2,353,512 is to be provided as follows:

### Lines K1-K28

Property taxes, State aid, and non-property tax local receipts.

Line K-29

From the remainder of the authorized but unexpended debt under Article 10 of the April, 1994 Annual Town Meeting for RMHS roofs, in the amount of \$22,888.77.

**ARTICLE 14** - On motion by Richard H. Coco, it was voted to approve and appropriate the Proposed FY 1996 Budget as presented for Line Items L1 through L7 (Employee Benefits). \$4,897,657 is to be provided as follows:

Line L1

\$280,000 from Abatement Surplus

Remainder of Lines L1-L7

Property taxes, State aid, and non-property tax local receipts.

**ARTICLE 14** - On motion by Richard H. Coco, it was voted to approve and appropriate the Proposed FY 1996 Budget as presented for Line Items M1 through M4 (Water Department). \$2,174,430 is to be provided as follows:

Line M4

\$453,000 from Water Reserve

Remainder of Lines M1-M4

Property taxes, State aid, and non-property tax local receipts.

**ARTICLE 14** - On motion by Richard H. Coco, it was voted to approve and appropriate the Proposed FY 1996 Budget as presented for Line Items N1 through N4 (Sewer Department). \$2,856,589 is to be provided as follows:

Line N2

\$104,839 from Sewer Reserve

Remainder of Lines N1-N4

Property taxes, State aid, and non-property tax local receipts.

**ARTICLE 14** - On motion by Richard H. Coco, Chairman of the Finance Committee, it was voted to appropriate for the FY 1996 Budget, exclusive of State and County Assessments and exclusive of previous years snow/ice, the sum of Forty Million Six Hundred Eighty-Eight Thousand and Fifty-Four Dollars (\$40,688,054), representing the total of all previously made motions under Article 14 as amended: Funds are to be provided as set forth in said previously made motions.

**ARTICLE 20** - On motion by Camille W. Anthony, Precinct 5, it was voted to amend the Reading Zoning By-Laws to replace the Single Family Residence S-10 Zoning District with a Single Family Residence S-15 Zoning District by amending said By-Laws as follows:

1. Amend Section 3.1. by substituting the words "Single Family 15 District" for the words "Single Family 10 District" and substituting the phrase "S-15" for the phrase "S-10".
2. Amend Section 4.2.2. Table of Uses by substituting "S-15" for "S-10" in all instances.
3. Amend Planned Residential Development Section 4.10.2.1. Definitions: "Net Parcel Area" by substituting "S-15" for "S-10".
4. Amend Planned Residential Development Section 4.10.4.3., Intensity of Development: "Maximum number of dwelling units per net parcel area of land" for PRD-G by substituting "-S-15: 2.50 units per acre," for "-S-10:3.25 units per acre,".
5. Amend Section 5.1.2. Table of Dimensional Controls as follows:

Under the heading "One or Two Family Dwelling" substitute:

"in S-15 Districts:

Area, sq. ft.	15,000
Frontage, feet	100"

for

"in S-10 District:

Area, sq. ft.	10,000
Frontage, feet	80".

Under the heading "Apartment" substitute:

"in S-15 Districts:

Frontage, feet	100"
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for

"in S-10 Districts:

Frontage, feet	80".
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Under the heading "Other Permitted Principal Use" substitute:

"in S-15 Districts:

Frontage, feet	100"
----------------	------

for

"in S-10 Districts:

Frontage, feet	80".
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6. Amend Section 5.3.2.1. by substituting the line "Single Family 15 .... 12,000 square feet" for the line "Single Family 10 .... 8,000".

2/3 vote required  
94 voted in the affirmative  
43 voted in the negative

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During discussion of Article 20, and prior to vote on Article 21, on motion by Russell Graham, Precinct 4, it was voted to place Article 20 on the Table so that Article 21 could be addressed by the members. Following action on Article 21, by motion of John Russell, Precinct 8, Article 20 was taken from the Table and subsequently voted. Discussion on both Article 20 and Article 21 ensued for one and one-half hours with thirty plus members speaking prior to votes.

**ARTICLE 21** - On motion by Camille W. Anthony, Precinct 5, it was voted to amend the Reading Zoning By-Laws as follows:

1. Add the following to Section 4.10.2. "Planned Residential District as an Overlay District,"

"Notwithstanding any subsequent change in the development density provisions of Section 4.10.4.3. hereof, the land placed in a PRD Zoning Overlay District shall be governed by the development density requirements in effect at the time Town Meeting created the applicable Zoning Overlay District and for a period of eight (8) years from the date of such Town Meeting action."

2. Add the following Section 6.3.1.4. to Section 6.3.1. "Non-conforming Lots":

"6.3.1.4. Any increase in area or frontage requirements shall not apply for a period of eight (8) years from April 27, 1995 to any lot for single or two-family residential use which as of that date was shown as a conforming lot on a plan previously submitted to the Community Planning and Development Commission under section eighty-one P of chapter forty-one of the General Laws and written notice of such submission had been given to the Town Clerk, provided that such plan is subsequently endorsed by the Community Planning and Development Commission that approval under the subdivision control law is not required."

2/3 vote required  
126 voted in the affirmative  
6 voted in the negative

**ARTICLE 22** - On motion by Camille W. Anthony, Precinct 5, it was voted to Table Article 22.

**ARTICLE 23** - On motion by David M. Swyter, Precinct 7, it was moved to amend the Zoning Bylaws by deleting Paragraph 6.3.1.3 entitled "INTENT" and inserting therein the following:

6.3.1.3 INTENT

It is the intent of this paragraph to provide a limited, controlled and reasonable vehicle for lots which do not conform to existing standards to be built upon and prevent unfair or arbitrary unbalanced sacrifices to be required of a few individuals when the resulting benefit to the public good is minimal and the damage to the public good by providing an exemption is minimal.

## Town Meeting Reports

The Board of Appeals may grant a Special Permit to build upon a non-conforming lot for one family use in any district permitting such use provided the applicant establishes:

- (a) at the time of its recording or endorsement, whichever occurred sooner, the lot conformed to the then existing requirements;
- (b) the lot was held in common ownership with adjoining land on February 2, 1978;
- (c) the lot has at least five thousand (5,000) square feet of area and fifty (50) feet of frontage;
- (d) the area and frontage of the lot are similar to or greater than the area and frontage of a substantial number of built-upon lots which are located wholly or partly within three hundred (300) feet of the property line and in the same district;
- (e) all abutting lots, excepting lots in recreational, public or quasi-public use and lots located in an overlay district, are built-upon, and such lots have at least five thousand (5,000) square feet of area and fifty (50) feet of frontage, or the lot and each abutting vacant lot(s), irrespective of ownership, has at least eighty (80) percent of the minimum area and frontage required in the district; and
- (f) all zoning requirements other than area and frontage are met;
- (g) in the event the lot is the sole remaining lot which adjoins other land held in common ownership by the applicant, paragraph (d) shall not be applied by the Board of Appeals in determining whether a special permit should be granted.

2/3 vote required  
19 voted in the affirmative  
99 voted in the negative

Motion did not carry.

Mr. Ralph Meuse, 97 Highland Street, Petitioner for Article 23, spoke to the members outlining his many attempts to build on his side lot consisting of 5,400 sq. ft. with 75.78 ft. of frontage. Mr. Meuse responding to questions indicated his 2 lots combined totaled 11,576 sq. ft. with one lot facing Auburn St., one with his home on it facing Highland St.

Town Counsel, Ted Cohen, advised Town Meeting of the history of this parcel of land. He noted Mr. Meuse had been before the Zoning Board of Appeals three separate times and each time his request had been denied. He further advised that Mr. Meuse had appealed those decisions to both the Land Court and Appeals Court, both of whom upheld the ZBA decision.

**ARTICLE 24** - On motion by W. Bruce MacDonald, Precinct 4, it was voted pursuant to Section 2-6 of the Reading Home Rule Charter to declare the seats of the following Town Meeting Members to be vacant and to remove the following described persons from their position as Town Meeting Member for failure to attend one-half or more of the Town Meeting sessions during the previous year:

Precinct 6      Stuart S. LeClaire  
Precinct 7      Barbara B. Philbrick

**ARTICLE 3** - On motion by Daniel A. Ensminger, it was voted that the Town support the concept of a Town/School collaboration for the hiring of a Technology Coordinator. Said Coordinator will provide the following services and will be shared between Town and School Departments:

1. Refine technology plan
2. Participate in preparing budget for technology
3. Aid department heads in use of technology
4. Train personnel in use of technology
5. Introduce new technology ideas for community benefit
6. Educate community about the benefits of using technology
7. Integrate technology into School curriculum and Town departments
8. Evaluate technology's effectiveness
9. Participate in grant writing
10. Consult on technical issues regarding technology

The Town will seek an EOCD grant to fund 75% of this position for three years, and will commit to appropriating the remaining 25% from Town funds. After three years, the Town will expect to fund the entire position.

**ARTICLE 3** - Bryan Hodgkins, Precinct 3, moved that Town Meeting instruct the Community Planning and Development Commission to consider additional means of maintaining the desirable characteristics of the Town's residential neighborhoods.

Such means to be considered would include, but not be limited to, changing the Zoning By-laws to:

1. Increase setback dimensions for lots in the S-20 and S-40 districts.
2. Set guidelines for setback dimensions in relationship to the existing setbacks of nearby properties.
3. Set guidelines for orientation of new structures in relationship to the orientations of other existing or proposed nearby structures.

and that the CPDC report their recommendations back to Town Meeting by next spring.

Motion did not carry.

## Town Meeting Reports

**ARTICLE 3** - On motion of John Wood, Precinct 2, it was voted that the Town Meeting instruct the Board of Selectmen to set the date of the Spring 1996 Reading Town Election to be on the same date as the State Election unless it is totally and obviously impractical.

80 voted in the affirmative  
36 voted in the negative

**ARTICLE 3** - On motion by Anthony L. Rickley, Precinct 2, it was voted that the Board of Assessors be requested to examine and appraise the value of Haven Street properties previously occupied by the Municipal Light Department. Appraisal should be for 100% of market value, for guidance of the Selectmen and Light Board in their negotiations to sell such properties. Appraisal should be forwarded to the Board of Selectmen, Municipal Light Board and The 25 Haven Street Task Force at the earliest possible date, and reported to Town Meeting at its next meeting.

**ARTICLE 3** - Town Meeting Member, Ronald Daddario, Precinct 6, attempted to create a motion to contribute \$2,000 to the families of the bombing victims in Oklahoma. Town Accountant, Richard Foley and Town Counsel, Ted Cohen, noted their concern as to how payment could be made to individuals. The motion was not accepted by the Moderator.

On motion by Daniel Ensminger, it was voted to Table Article 3.

**ARTICLE 2** - Daniel A. Ensminger moved Article 2 from the Table and presented the following report which was accepted as a Report of Progress:

### **Report on Sale of Real Estate**

There are three major parcels of Town owned land that Town Meeting has authorized for sale. These include the Pearl Street School, the Bear Hill property and the former landfill site. This is a report on the progress of sale of each of these.

#### **Pearl Street School**

All local permits and approvals have been issued for the conversion of the Pearl Street School property into an 86 unit project for assisted housing for the elderly. There are considerable community benefits to be derived from this project, including preservation for public use of the soccer field, preservation of the historic building, use of 1600 square feet of the building for community space, preservation of the LaPierre School of Dance as a tenant in the building, the Town secures 18 units of affordable housing to meet its affordable goals both for its own residents and for others and, of course, the financial benefit of receiving money for the sale of the property as well as ongoing taxes. The sale price is just over \$650,000. Two appeals have been filed on this project - one by the Housing Authority which has been satisfied, and one by an abutter which has not been satisfied. The developer will file for a comprehensive permit on the property to expedite the appeals process, and we hope to close on this project by the end of June.

### **Bear Hill**

All local permits for Bear Hill have been received, and there are no outstanding appeals. The approved project is for 132 units of housing which will be developed as condominiums. There is some disagreement with the developer as to exactly what improvements the Town will pay for and what improvements the developer will pay for. We will be proceeding with the closing by May 31, 1995. The immediate income to the Town will be a little bit over \$1.3 million, and there will be additional benefits as the units are sold in that the Town will receive additional monies related to the property being developed for condominium purposes. There will, of course, be ongoing property tax revenue. Additional benefits include a community recreation facility, dedicated open space, 13 units of affordable housing, and various off-site improvements.

### **Former Landfill**

As you are aware, we previously had a purchase and sales agreement to sell this property to Homart for a hotel and office building. The declining hotel and office market during the early 1990's led to the disillusion of this agreement. In the meantime, the Town is working on additional marketing efforts and on getting closure issues resolved. This includes the Town's eligibility for Central Artery clay to be used for capping the facility. Additionally, the Town is working towards re-deliniating the wetlands boundary of this site, and is looking at the possibility of pre-permitting the site so that any user who wants to come in will have an easier time of it. Additionally, the Board of Selectmen has asked the Community Planning and Development Commission to review the planned unit development (PUD) zoning for the property to provide a simpler processing of applications while at the same time providing necessary protection to the community and its neighborhood. Finally, the project has been included in the statewide transportation improvement program for the improvements to Walkers Brook Drive which will make this site more attractive for economic development purposes and save money for any future developer or user of this site.

**ARTICLE 2 -** Town Manager, Peter Hechenbleikner, gave the following report on Local Government Week:

### **EARLY MAY SET ASIDE TO CELEBRATE LOCAL GOVERNMENT WEEK IN READING**

The Massachusetts Municipal Association is sponsoring programs throughout the State recognizing the role that local governments play in the daily lives of citizens of the Commonwealth. As part of those celebrations, the Town of Reading is offering a number of opportunities for residents to get to know their local government and its services a little better. In fact, there are so many programs being offered locally that they don't all fit into one week. The following is a list of activities for your enjoyment.

Town Meeting Reports

April 28 \* Arbor Day - Proclamation by the Board of Selectmen, and distribution of small trees to 5th graders

May 1-May 5 \* Information display at the Reading Public Library

May 1-May 5 \* No charge for Elder Service Van Rides

May 1-May 5 \* Health Division will speak with first graders

May 1-May 5 \* Bulk Waste Collection program at curbside (see article in Reading Notes)

May 1-May 5 \* Take a custom tour of the Town Hall from 1:00 to 2:00 P.M.- stop in to the Town Clerk's office and they will select a tour guide for you

May 3 \* Special invitation to selected youth involved in student government to participate in a Recreation Committee meeting

May 6 \* Open House at Fire Department HQ on Main Street - 1 to 3 P.M. to observe a demonstration of the "Jaws of Life"

May 6 \* Open House at Public Safety Communications Center at the Reading Police Station on Pleasant Street will be held 9:00 A.M. to 11:00 A.M. (This celebrates the 5th anniversary of a combined dispatch operation for Public Safety communications)

May 6 \* Open House and tours at the Water Treatment Plant on Strout Ave. 45 minute tours on the hour - limited to 15 participants per tour. First tour 9:00 A.M.

May 7 \* A tour of the Town Forest led by Jack Cairl. All ages - begins at 1:30 at Strout Avenue next to the Water Treatment Plant

May 10 \* Volunteer reception for those who assist with Elder Services Programs - 6:00 at the Senior Center.

May 10 \* "Shadow Day"; a day that selected high school students meet with a variety of local officials and spend the morning with them, learning their jobs and discovering more about their local government.

**ARTICLE 2** - On motion by Daniel Ensminger, it was voted to Table Article 2.

**SPECIAL TOWN MEETING**  
**June 19, 1995**

**ARTICLE 1** - Robert J. Nordstrand, Chairman, Board of Assessors, offered the following report which was accepted as a Report of Progress:

This is in response to the instructional motion by Anthony L. Rickley passed at the adjourned Annual Town Meeting April 27, 1995, requesting that the Board of Assessors "examine and appraise the value of the Old Municipal Light Department Building - 25 Haven Street."

In response to this request, the assessors have examined available data and on June 13, 1995, we voted to establish an assessment for the above property of \$400,000 as of January 1, 1995.

The assessors hasten to point out that the best evidence of the value of this property will probably be the price at which it eventually sells, assuming it is widely and appropriately marketed.

**ARTICLE 3** - On motion by Camille W. Anthony, Precinct 5, it was voted to Table Article 3.

**ARTICLE 4** - On motion by Stephen J. Blewitt, Precinct 6, and Chairman of the Finance Committee, it was voted to amend the votes taken under Article 26 of the Warrant of the Annual Town Meeting of April 11, 1994, as amended under Article 4 of the Warrant of the Special Town Meeting of November 14, 1994, and as amended under Article 5 of the Warrant of the Annual Town Meeting of April 10, 1995, relating to the Fiscal Year 1995 Municipal Budget, and to transfer from available funds and appropriate in accordance with the following schedule for the operation of the Town and its government:

	<u>Increase(Decrease)</u>	<u>New Balance</u>
J-1 Schools Source of funding: Free Cash	250,000	16,850,893
M-1 Water Personal Services	34,000	516,991
M-2 Water Non-Personal Expense	(34,000)	882,973

Matthew Cummings, Precinct 8, Chairman of the School Committee, offered the following remarks:

Mr. Moderator, Town Meeting Members:

We are gathered here tonight because the School Committee petitioned the Board of Selectmen for a Special Town Meeting to increase the appropriation for Schools for FY '95. The current projection is that the School District needs an additional \$250,000 to close FY '95 balanced. In a few moments, I will explain, as best I can how we came to be in this position so

late in the Fiscal Year; what line items in particular are underfunded, where the process broke down in coming to this shortfall conclusion so late by the School Department and School Committee; how the School Committee is addressing those issues and the result of not appropriating the funds needed.

But first, let me say upfront that the School Committee considers this shortfall problem quite serious. We have identified many areas in fiscal management that need improvement - but we are ultimately responsible - and accept that responsibility. This acceptance of responsibility has dictated how we have approached the problems and solutions.

We have not identified the problem in a vacuum - by that, I mean we have not looked at the problem as overexpending or being underfunded by \$250,000. Certainly that is a problem, but rather we have looked at a number of areas of concern, methods of operation, communications and budget management all over which gave rise to the shortfall.

In addition, we have consulted with the Finance Committee and Board of Selectmen, and have included their suggestions in our proposed solutions. We are here to inform you of the problem, request an appropriation to address the shortfall, and outline changes in policies and procedures that will address the larger problems associated with the shortfall. What you have been provided with is a copy of broad areas of concern and proposed solutions. We have, in addition, drawn up more detailed policies and procedures that amplify the broader areas. In fact, internally, we have already begun the implementation of the changes in policy.

Mr. Cummings offered the following information to Town Meeting:

### **BASIS FOR FISCAL 1995 SCHOOL BUDGET SHORTFALL**

#### **WHAT HAPPENED**

- ♦ Fiscal 1995 bottom line budget as adopted in April, 1994, and amended in November, 1994, could not support pattern of expenditures entered into in September, 1994.
- ♦ Bottom line over expenditure: Approximately \$250,000, or a 1.5% increase over current budget.

#### **HOW THE BUDGET SHORTFALL HAPPENED**

Unlike in past years, major expenditures over budget were too great to be handled within the school budget. Funds normally expected to be used are:

- ♦ unallocated funds initially in the budget for new positions and raises
- ♦ savings such as those from teacher turnovers
- ♦ transfers from revolving funds such as the Rise, Athletics, Cafeteria, and Use of Property Funds
- ♦ transfers within the school budget from areas over budget

**REASONS WHY THE NORMAL METHODS FAILED:**

- FY 1995 budget was not adjusted throughout the year to reflect changes in staffing and updated expense forecasts in building maintenance, special needs and permanent substitutes.
- Large sums were left unallocated in the budget, giving a false sense of an ability to cover line item shortfalls.
- Over expended line items were allowed to go unaddressed.
- Department heads' responsibility for budgets was not clearly defined.
- The twelve departments within the School Department are: 7 Schools (Principals are Dept. Heads), Athletics, Cafeteria, Special Needs, Central Office and Building Maintenance.

**EXAMPLES OF EXPENDITURES EXCEEDING BUDGET ALLOCATIONS****SPECIAL EDUCATION (\$197,000)**

1. School transportation of special needs students	<b>\$86,000</b>
2. Tuitions of special needs students	<b>46,000</b>
3. Physical therapy of special needs students	<b>40,000</b>
4. SEEM assessment and SPED computers	<b>15,000</b>
5. Independent psychological examinations	<b>10,000</b>

**BUILDING MAINTENANCE (\$42,000)**

1. Seaming Birch Meadow School Roof	<b>20,000</b>
2. Water and Sewer Bills	<b>12,000</b>
3. Door Replacement	<b>10,000</b>

**ADMINISTRATION (\$25,000)**

1. Tuition Reimbursements	<b>12,000</b>
2. Contracted Services	
(Labor Counsel, Search Comm. Advertising)	<b>13,000</b>

**SALARIES (Approximately \$105,000)**

1. Permanent Substitutes (Approx. 10 Maternity leaves)	<b>40,000</b>
2. Building Maintenance	
(not properly budgeted vis-a-vis end of FY 1994)	<b>30,000</b>
3. Other Staff (not properly budgeted vis-a-vis	
September reality)	<b>35,000</b>
<b>TOTAL OF MAJOR ITEMS</b>	<b>\$369,000</b>

<b>OFFSETS OF SAVINGS &amp; UNALLOCATED FUNDS</b>	<b>-119,000</b>
<b>TOTAL SHORTFALL</b>	<b>\$250,000</b>

### **PROPOSED PLAN TO ADDRESS PROBLEM**

- ♦ Entire budget adopted by Town Meeting to be broken down into specific budgeted areas.
- ♦ Transfers of funds between accounts to be done in September and monthly thereafter to accurately reflect staffing levels and unbudgeted items.
- ♦ No staff which have not been included in the budget are to be employed without the expressed consent of School Committee. Exceptions are those needed to carry out emergency Individual Educational Plans (IEP's).
- ♦ Department Heads and Principals of Schools to check status of appropriations monthly for problems, and to notify Superintendent of any problems and/or negative items.
- ♦ Shortfalls will require the Superintendent to place items from a prioritized list on hold, pending School Committee decisions on a course of action. Problem items to include such areas as: IEP's, turnovers and staff replacements, budgetary coding areas, and unforeseen and discretionary building maintenance.
- ♦ Department Heads and Principals will be accountable for budgets.
- ♦ School Committee, Finance Committee, and Town Manager to be presented monthly budget projections to year end. School Committee will meet with Finance Committee to review these.
- ♦ Direct communication between the Finance and Accounting Departments, and the Schools, the Administration and the School Committee is to be implemented.
- ♦ The budget agreements between the Reading Board of Selectmen and the Reading School Committee, adopted for five years as of July, 1991, will be fully implemented.
- ♦ Prior to the Annual and Subsequent Town Meeting, the School Committee will review with the Finance Committee transfers of major funds from one budget to another.

### **WHAT WILL HAPPEN IF WE DON'T TRANSFER THE FUNDS AT TOWN MEETING**

1. Bills for services rendered which are being held and bills committed, but not yet submitted for payment (approximately \$215,000), will not be able to be paid in Fiscal 1995.
2. The School Department will furlough all employees (administration and other non-teachers) for the remainder of the Fiscal Year and not pay salaries (approximately \$35,000). Teachers will not be affected, either because they have been paid for the summer already, or the funds will be encumbered for summer pay.
3. The Town cannot pay vendors for services rendered until another Special Town Meeting. (Chapter 44 Section 63 of the General Laws). Therefore, these bills held will not be able to be paid out of the Fiscal 1996 school budget.
4. When vendors and/or employees are not paid for services rendered, legal action could ensue. Court orders are required to be paid by the Town.

During one hour of discussion, approximately twenty Town Meeting Members asked for clarification of various aspects of the School Budget shortfall. Special education cost; new programs; need for a business manager; building maintenance; process and communication at all levels within the School Department and with the municipal side of government were discussed.

The 1991 Five Year Agreement between the Board of Selectmen and the School Committee was also discussed. This agreement outlined the Finance Department assuming the responsibility of payroll, accounts payable and benefits management. The issue of merging the school and town maintenance function as called for in the 1991 budget agreement, but never implemented, was also discussed.

The Town's free cash projections were questioned. It was reported by the Town Manager that the Town expects to realize an additional one million dollars in free cash by the end of the current fiscal year. This is due primarily to an increase in back taxes collected; an increase in excise revenue and an increase in interest earned on the general fund revenue.

**ARTICLE 5** - On motion by Camille W. Anthony, Precinct 5, it was voted to Table Article 5.

Mrs. Anthony explained that this article was included on the Warrant in the event that the Finance Committee would need to recommend amendments to the FY 1996 budget related to action under Article 4. The Finance Committee has unanimously recommended that this article be tabled. Any required amendments to the FY 1996 budget will be taken up at the Subsequent Town Meeting in November.

**ARTICLE 6** - On motion by Daniel A. Ensminger, it was voted to Table Article 6.

Mr. Ensminger explained that the state supplemental budget has been adopted by both houses of the legislature, and awaits the Governor's signature. The supplemental budget has a sum of money for reimbursement of a portion of the RESCO pass-through costs. It is estimated that Reading's share of those funds will be approximately \$190,000. This will be adequate for the Town to start on the closure and capping design work for the landfill. Since the supplemental budget has not yet been signed, the funds are not yet technically available. This article will be brought back to the Subsequent Town Meeting. In the meantime, staff will proceed to prepare the necessary RFP's.

**ARTICLE 2** - On motion by Daniel A. Ensminger, it was voted to take Article 2 off the Table.

Robert Lynch, Precinct 6, requested "Point of Personal Privilege." He questioned how the assessor's appraisal on the Reading Municipal Light Department's Haven Street property would effect Town Meeting vote under Article 17 of the Annual Town Meeting.

Philip Pacino, Precinct 4, Chairman of the Haven Street Task Force, advised Town Meeting that they had received one bid and it was being reviewed to see if it qualified.

In response to further questions as to the professional appraisal of \$450,000 and our assessor's appraisal of 400,000, Mr. Nordstrand simply responded "We do not agree with them."

On motion by Daniel A. Ensminger, it was voted that Article 2 be laid on the Table.

**SPECIAL TOWN MEETING**  
**June 19, 1995**

**ARTICLE 1** - On motion by Daniel A. Ensminger, Precinct 7, it was voted to raise by borrowing in anticipation of reimbursement from the State under Chapter 44, Section 6, Massachusetts General Laws, the sum of \$437,855 for highway projects, in accordance with Chapter 90, Massachusetts General Laws.

Mr. Ensminger explained one particular project that is to be funded from FY 1996 Chapter 90 funds, and which residents strongly support, is the reconstruction of Upper Pearl Street from Franklin to Main Street. The plans are drawn and ready to bid. The state has not certified the FY 1996 Chapter 90 funds as "available" but they will be certified in August - the funds are already appropriated. It is the Town's intention to have this project ready to go to construction when we get the state certification. In order to avoid a Special Town Meeting in August, we are requesting that Town Meeting approve a debt authorization for the amount of our Chapter 90 authorization, \$437,855, with the commitment that the debt will never be sold - the debt authorization automatically extinguishes when the state certifies the availability of funds. If the funds are not certified (they have already been appropriated by the legislature), the projects would not move forward unless Town Meeting makes further authorization at a later date.

**1995 SUBSEQUENT TOWN MEETING**  
**November 13, 1995**

**ARTICLE 1** - Stephen J. Blewitt, Precinct 6 and Chairman of the Finance Committee, moved Article 1 and presented the following Finance Committee Report which was accepted as a Report of Progress:

On behalf of the Finance Committee, I would like to give Town Meeting a short review of (1) the budget process being developed by the Board of Selectmen, School Committee and Finance Committee; (2) a status of the current year's budget; a status of cash reserves; and a preliminary look at the Town's 5-year budget forecast.

The Selectmen, School Committee and Finance Committee have made an enormous effort during the past six months to improve communications between the three bodies, enhance Town and school cooperation, and to develop a budget process which identifies and attempts to resolve issues earlier. The agreement that we have reached involves reviewing and accepting revenue estimates, expense guidelines and a process to address items which do not meet these guidelines. To date, we have adopted initial revenue estimates and expense guidelines for FY 1997.

With regard to our current year's budget, the Finance Committee has reviewed revenues and expenditures as of September 30th. Both revenues and expenditures are running approximately \$200,000 greater than expected -- which is the subject matter of Article 5. Looking forward, the School Committee has indicated that their budget may require an additional \$280,000 which they expect to address at Spring Town Meeting, if necessary.

With regard to Cash Reserves, which includes free cash and monies in the reserve account, the Finance Committee recently adopted a policy which will guide its recommendations to Town Meeting. The policy is to have 5% of annual revenues as the amount of cash reserves in the beginning of each fiscal year; to not use more than 1% of annual revenues to balance the budget at the beginning of the fiscal year, and to maintain at least 3% during the course of the year. The purpose of this policy is to maintain adequate reserves but to also have some flexibility to resolve short-term budget issues. Our current reserves of \$1.9 million is a healthy 5.25% of revenues and we do not expect to go below 3% during the year.

A quick look at the Town's five year projections indicate potential shortfalls in the annual operating budget of approximately \$1 million per year. The cumulative deficit in the capital budget is approximately \$1.8 million which will hopefully be offset by proceeds from the sale of real estate. While the \$1 million shortfalls are of concern, the projections do tend to be conservative on the revenue side, and allow for funding of some new programs on the expense side. What the projections show clearly is that there is little room for significant negative adjustments such as the timing of reimbursement for Parker, or other issues, during the next five years.

**ARTICLE 1** - Sally M. Hoyt, Chairman of the Board of Selectmen, Precinct 4, presented the following report, which was accepted as a Report of Progress:

This is a report to Town Meeting on the status of the Town's efforts to sell surplus real estate as previously instructed by Town Meeting.

**Bear Hill** - The Town has accepted today, a treasurer's check in the amount of \$1,282,900.73, which represents the purchase price of the Bear Hill property, less the previous deposit of \$50,000 plus interest and plus pro-rated real estate taxes. The funds will be deposited tomorrow as soon as the Deed is filed. In addition, as the market rate units are sold, the Town will receive an additional payment in a minimum amount of \$2,000 per unit. The benefits of this sale, in addition to the \$1.5 million sales price and the ongoing property taxes to be generated, include:

- ◆ Additional open space
- ◆ 13 affordable housing units
- ◆ Playground
- ◆ Improved drainage, and
- ◆ Sidewalks in the area

One additional issue to be resolved is the sharing of the payment for off-site improvements. The Board of Selectmen have agreed to a process of resolving this dispute without holding up a \$1.5 million deal waiting for resolution.

**Pearl Street School** - Closing on this project is scheduled on or about November 17, 1995 depending upon the pricing of the bonds by the MHFA. The sale price is \$665,200. The benefits of this project, in addition to the sales price and the taxes it will generate, include:

- ◆ 18 units of affordable housing
- ◆ An improved soccer field that will be leased back to the Town for 99 years for \$1
- ◆ A community room to be scheduled by the Town and to be used for purposes compatible with the primary use
- ◆ Retaining the LaPierre School of Dance in the community
- ◆ Preservation of an historic building

All local and state approvals have been granted.

**Reading Business Park (Landfill Site)** - The site needs to be formally closed - Article 8 will begin the design process. A brochure for the site has been developed.

**25 Haven Street** - The RMLD Board will be making a presentation this evening on this issue. There are 2 bidders who appear to be qualified, one for a desirable retail use. The proceeds from this sale go to pay the bonds on the new RMLD facility on Ash Street. The sale will put this property on the tax roles, and will fill an important gap in Reading's Downtown.

The proceeds of both sales that have been closed or are close to closing will generate \$1,988,400 to increase to \$2,226,400 when the Bear Hill project is completed. These funds will be placed in the "sale of real estate fund" to be appropriated by Town Meeting for capital projects, debt service, or unfunded pension liability. The capital plan adopted by Town Meeting will dedicate major portions of these funds to pay for the debt service on the Parker Middle School project in the interim before the SBAB reimbursement takes effect.

At this time, Mrs. Hoyt accepted the checks referenced above from Bruce Dolben, President, The Dolben Company, Inc.

**ARTICLE 1** - Mr. Peter Simms, Simms Jewelers, presented the following report on behalf of the Downtown Revitalization efforts:

Good Evening:

My name is Peter Simms. My dad and I own and operate Simms Jewelers in Downtown Reading. Thank you for giving me the opportunity to report the efforts and progress of the Downtown Steering Committee.

The Committee was formed approximately five months ago to help find a tenant who would fill the Eugene's space with a retail business to benefit the residents of Reading. Since that time, the focus of the Committee has broadened to include the revitalization of the entire Downtown.

One of the strengths of our Committee is in its growing membership. Members have included, and continue to include, citizens, business owners and Town officials. The strength of those alliances will prove to be invaluable as we continue to build broad-based support.

## Town Meeting Reports

Over these last months, new members have joined our meetings every week. Both Town officials and professionals from the Metropolitan Area Planning Commission have commented on the number of volunteers, the level of enthusiasm and amount of energy on the Committee -- the likes of which they have not seen before.

This past August, the Committee mobilized its volunteers to do a marketing blitz of Downtown Area businesses from nearby communities. This event included handing out brochures describing Reading in terms of demographics and geographics, and to encourage businesses to consider Reading's Downtown as a potential location for expansion. The groups reported back many leads, all of which have been explored, but none of which has yet resulted in new retail business moving to the Downtown. It has become clear that some physical issues will need to be addressed in order to attract new retail business. These issues include: parking, traffic, signs, landscaping, building facades, lamp posts and others.

The Downtown Steering Committee, through discussion and consensus among its members, has charged itself with the task of creating a "Vision" of the Downtown. The "Vision" of Reading's Downtown will result from the input of its citizens. The role of the Committee is to give structure to the planning and action necessary to achieve common goals. Over time, the focus of the Committee will change, as it already has, to keep pace with the special issues facing the Downtown.

In order to unite the community around a set of shared goals, the Downtown Steering Committee launched two projects: A "Shoppers' Survey" was created and distributed by various means throughout the Town. In just one month's time, 350 surveys have been returned. The other project undertaken by the Committee was "The First Step." The First Step took place on Saturday, November 4. Members of the Committee and other volunteers led groups of interested citizens on guided tours of the Downtown. The day was celebrated with balloons lining Haven and Main Streets, and with a reception on the Common for participants to discuss the activity which had just taken place.

During the First Step, tour groups stopped at predetermined places throughout the Downtown. Participants were instructed to look critically at all they saw. Each group listed the assets and liabilities of that which they had inventoried. So, the question is, where do we go from here?

Survey results will begin to be compiled this week. The notes which are the result of the First Step are also in the process of being compiled, and should be available to the Committee by month's end.

The Committee's next step will be to summarize and analyze all of the data and come up with goals and objectives to report back to the public and private sectors. Thursday, January 4th, has tentatively been set as the date on which the Committee will report its findings back to the Community.

At its meeting later this week, it is expected that the Committee members will discuss finances. Thus far, many members have expended their own funds to help get this project off the ground. Many goods and services have been donated by area businesses, as well as by Committee members.

## Town Meeting Reports

The group will look at the possibility of establishing itself as a non-profit organization and begin fundraising activities.

I thank you again for allowing me the opportunity to report the activities of the Downtown Steering Committee, and look forward to speaking with you again in the near future.

**ARTICLE 1** - Dr. Harry Harutunian, Superintendent of Schools, presented the following report, which was accepted as a Report of Progress:

Good Evening. Tonight, I would like to present to you the State of the Schools Report.

As Superintendent of Schools, I would like to express to you how proud and honored I am to be the Superintendent of Schools in Reading.

During my first 100 days, I have had the opportunity through my entry plan to sit down and speak to over four hundred people who are associated with our school system.

This Fall, we opened our schools with almost 4,000 students enrolled in the seven public schools in Reading. We have seen an increase of over 100 students from last year in this year's enrollment. The opening of school was smooth and very exciting. We in the Reading school system were fortunate to open up a renovated Joshua Eaton Elementary School this Fall. The project was completed in just enough time for the first day of school. We are now winding down to the finishing touches in completing this project.

This past month, we broke ground for a new \$13.9 million Walter S. Parker Middle School which will have its first phase completed in the Fall of 1996 and total completion in the Fall of 1997.

This Fall, we have completed contract negotiations for the next three years with our teachers, secretaries and educational assistants. We have also reached one year agreements with principals, all non-union central office staff and reached a one year agreement with our custodial and maintenance people.

Since early Fall, there has been strong collaboration between the Superintendent, the Town Manager, the Finance Committee, the Selectmen and the School Committee here in Reading. The three boards have met in September, October and November, and will meet again in December and January to find new ways to collaborate on the budget process. We are also meeting to explore ways to share services in the areas of maintenance, library and technology. All of these steps bring to Reading a stronger town government, a better run community and a much more efficient school department.

When I became Superintendent, starting on August 1, one of my first tasks was to reconcile this year's budget. After analyzing every line item in last year's budget with the help of Beth Klepeis and Richard Foley, we determined what our projected needs would be for the remainder of this year. Based on our financial projections, there appears to be a projected shortfall of approximately \$489,000 in the School Department budget for FY 1996.

This number was arrived at after careful scrutiny of our budget and was forwarded to the School Committee and the Finance Committee in early Fall. We in the School Department have been able to revamp our accounts and redistribute approximately \$214,000 to try to offset this

projected shortfall. At this time, it appears that we will need an estimated \$280,000 for us to complete the FY 1996 budget year.

With the support of the School Committee and The Finance Committee, we have decided not to ask Fall Town Meeting for this amount of money. Rather, we would like to make every attempt that we can to offset this deficit through good fiscal practices until April Town Meeting.

In the Spring of 1996, we will be approaching the Town Meeting with an amount of money that we will need to offset this year's costs. We have a 20% hold on all our schools, on our administration and on our custodial accounts so that we will be prepared if Town Meeting is not able to give us the full amount of money. We are holding an amount of money equal to \$280,000 in abeyance until the Spring.

This Fall and early Winter, the School Department will be putting forward a new budget format - easier to read, user friendly, very comprehensive and it will be laid out in two formats. A line item budget which people have used in the past, and a program budget, new to our budget process, will be included. We have met many times with the leadership of the Finance Committee in trying to develop a School Department budget that parallels the needs of the Town and the community. In short, the School Department is developing an even stronger understanding and knowledge of the financial situations of the Reading School Department.

For me, the first one hundred days have been exciting, challenging and very rewarding. I want to thank publicly the Reading School Committee for its confidence in selecting me as Superintendent of Schools in Reading. I have enjoyed my relationship with the Selectmen and the Finance Committee and I see a strong relationship developing between the school administration, the School Committee and the other Town boards and organizations throughout Reading. It is truly a privilege to be the Superintendent of Schools in Reading and I feel very lucky to work with such a dedicated staff and truly supportive parents.

Finally, I look forward to many outstanding years as your Superintendent of Schools serving the parents, the teachers, the community at large but most of all the children of the Reading public schools. Thank you and good night.

**ARTICLE 1** - Russell Graham, Chairman of the School Building Committee, presented the following report, which was accepted as a Report of Progress:

The School Building Committee is pleased to report progress is ongoing on all projects presently being addressed by the Committee, some albeit quicker than others.

The Joshua Eaton School renovation and addition is, with the exception of a few wrap up items, done and the school opened on the first day of school with seconds to spare. An Open House is scheduled for the near future, and we urge you to attend to see, feel and touch what your commitment to our school system has created for the benefit of the children of Reading.

A rather large hole takes up a significant part of the Parker Middle School site, evidence of the beginning of new construction ongoing of the new Middle School.

At the end of July, bids for the Parker project were opened and low bidder was TLT Construction of Lynnfield with a low bid for construction of \$9,763,700 versus a construction budget of \$11,409,000. Based on that bid in conformance with Mass. Law, award for the Parker project was accordingly given to TLT Construction. They have subsequently begun construction

and, at this early stage, we are pleased to report that all seems to be going as smoothly as such a large project would expect to be.

While we should be pleased with this low bid, the scope of the project, and the magnitude of the dollars, are such as to temper that euphoria with the realistic belief that much could happen between now and the completion of the job, and the School Building Committee urges, and the School Committee and Administration concur, that a conservative and cautious approach must be taken in any view of the budget vs. bid scenario.

The superintendent has appointed a Clerk of the Works for the project, and happily Rich Radville of the School Building Committee has volunteered to serve as liaison to the project. This along with participation of the Administration, particularly the intense involvement of Dr. Delaney, provide overview and supervision of the Parker construction by the Town of Reading.

In accordance with the motion passed by Town Meeting in the Spring, a request for proposal for a feasibility study for the renovation of the Reading Memorial High School was issued. A vendors conference was held on October 18, 1995, and a site visitation and tour of the high school was given on October 24. Proposals for the study are due to the Building Committee by November 30, 1995.

We have in effect asked the vendors for a shopping list of proposals beginning with what can be done at a low end renovation up to the most that can be done to bring the building to a state providing a 21st Century education to high school students. All, of course, are consistent with standards that meet the requirements of the State School Building Assistance Board. Such a list can then be viewed in context with the stark fiscal realities which overshadow all of municipal government, and thus hopefully allow us to bring back to Town Meeting recommendations which will address in some way both the physical and fiscal aspects of the problem.

To put the high school in perspective, we are talking about 325,000 square feet of space. All of the other buildings in the Reading school system could together fit in the high school. We cannot delude ourselves in not believing that any attempt to address renovation of that much space in its present configuration would represent a very major project.

On a personal note, I have to tell you that if I have to traipse through that building many more times behind the ever exuberant Rena Mirkin, then survival will dictate that the Committee choose a more youthful and certainly, and obviously, a more physically fit Chairman.

We anticipate that given the amount of time needed to labor over the alternatives and given the complexity of the FY 97 budget that a Report of Progress will be made in April, and recommendations made to Town Meeting at next Falls Subsequent Town Meeting.

Finally, Mr. Moderator, the Committee again wishes to express its thanks to the staff of both Town Hall and the School Department, and to our Town elected officials. The spirit of cooperation and level of competence evidenced in working on these projects make the Committee's life far easier and more pleasant. A special note of thanks and welcome to Dr. Harutunian who must on some days feel that he is climbing Mt. Everest without benefit of mountain gear. His immediate involvement, his response and his decisiveness at this difficult time are deeply appreciated by the Committee.

The ultimate thanks, of course, is to you Town Meeting. We are your Committee, you created us and give us direction. It is gratifying to us that our efforts do not become exercises in rhetoric and futility. You have by your vote and your commitment turned those recommendations into reality. That reality will have a long term effect on education in Reading and, ultimately, on the future of our children. For that, your School Building Committee sincerely thanks you.

**ARTICLE 1** - Joseph Delaney, Town Engineer, presented the following report on the proposed improvements to Route 129, which was accepted as a Report of Progress:

Route 129 will be reconstructed in the Spring of 1996. The goals of this project are to:

- ♦ Construct sidewalks and curb for the length of Route 129;
- ♦ Update signalized intersections to current standards; and
- ♦ Improve the existing pavement structure.

The limits of the project are Interstate 93 on the westerly end and Interstate 95 on the easterly end. The project will consist of two 12-foot travel lanes, two 3-foot shoulders, vertical granite curb, four foot grass strips and 5-foot wide cement concrete sidewalks on both sides of the street.

The status of the project is as follows:

The 25% design plans were submitted to the State in September 1995;  
The Public Hearing will be held on November 29, 1995 at the High School;  
The anticipated start of construction will be April, 1996.

The project will be 100% financed by a combination of State and Federal money appropriated through the Intermodal Surface Transportation Efficiency Act (ISTEA). The estimated project cost is \$3,000,000.

**ARTICLE 1** - David M. Swyter, Precinct 7, Chairman, RMLD Board, presented the following report which was accepted as a Report of Progress:

On behalf of the Reading Municipal Light Board and the Light Department, I am proud to present the one hundredth and first Annual Report to Town Meeting.

This brief presentation will touch upon a general overview of four areas: the RMLD's relationship to the Town; its financial condition; current issues and future challenges. Our audited Annual Report, available at the Spring Town Meeting, provides complete, detailed and comparative data.

In such a brief presentation, it is impossible to cover all areas of the Department. However, these few statistics will illustrate the most vital parts of the RMLD's relationship to the Town of Reading.

Electrical sales, as of September 30, 1995, totals Forty Million Two Hundred Thousand Dollars. Projected sales are anticipated to exceed Fifty One Million Dollars by the end of our fiscal year. Reading leads in residential sales, Wilmington in industrial, commercial and overall sales.

A typical RMLD residential customer (500 KWH) pays \$49.86 per month. The same residential customer in the Boston Edison service area would pay \$64.81 and similarly in the Mass. Electric service area would pay \$56.90. At the moment, surrounding Towns that have municipal electric utilities are reducing their rates to customers by refunding unexpended monies from certain past purchases such as the Seabrook Nuclear Station that the RMLD's Board of Commissioners chose not to invest in. Once these refund accounts are expended and/or returned to their rate payers, their electric bills will very likely return to being higher than the RMLD's.

All electric utilities are being deregulated at both the wholesale and retail levels. To prepare for the impending competitive challenges, we have examined our organization and our processes. The RMLD has reorganized. We are now two divisions instead of three, we have broadened job classifications, flattened the management structure, formed quality improvement teams and are responding directly to customer feedback. Our goal is to become as flexible as possible so that we can quickly react to competitive forces and ensure our resources are focused on satisfying customers and their changing expectations.

Customers have asked for more information, flexible rates that better fit their needs and are demanding new ways of paying their bills. To accommodate these requests, we have revised our residential and commercial/industrial newsletter, and are reviewing rate structures and new payment programs such as credit card and electronic transfers.

Our financial picture is healthy. Based on September 30, 1995 sales data, we project annual sales will exceed Fifty One Million Dollars with net income to exceed Four Million Eight Hundred Thousand Dollars. Refer to our annual audited financial report for detailed information.

In 1992, our expenses exceeded our revenues. Rate stabilization fund transfers were utilized to avoid rate spikes. In 1993, we reversed that situation and in 1994 and 1995 transfers have allowed us to start rebuilding these reserves.

The RMLD returns a substantial amount of money to the Town of Reading. In 1995, we will return One Million Four Hundred Forty Thousand Dollars from net income as a voluntary "in-lieu-of tax payment" (return of equity), and anticipate the distribution of approximately One

Hundred Eight Thousand Dollars from operating expenses as "voluntary payments" (in-lieu-of taxes) based on a twenty year agreement formula with the neighboring towns of Lynnfield Center, North Reading and Wilmington. The RMLD reimburses the Town of Reading approximately Ninety Four Thousand Dollars for the cost of its employees health insurance and the proportional costs of the Town's Treasurer and Accountant expense. The RMLD also reimburses the Town of Reading approximately Six Hundred Fifty Four Thousand Dollars for pension reimbursements for its employees.

The telephone, airline, natural gas and banking industries have been deregulated. Many federal and state governments feel that now it is time to deregulate the electric utility industry to allow competition at wholesale and retail levels for each others large commercial, light manufacturing and industrial customers.

The State process is expected to be enacted in mid-1996 and may allow any customer to buy electricity from any source. The Board and the Department anticipate an opportunity in competition and see this transition to full competition as the single most important issue facing the RMLD, its owners and rate payers. The RMLD will continue to deliver electricity to your home or business. There are many issues such as outage response, billings, and power quality, etc. that still need resolution at the state and federal levels. The RMLD will continue to emphasize flexibility, technology, high system reliability, excellent customer service and low rates.

During the past year, we have solicited feedback from our rate payers through several methods: customer satisfaction surveys, residential and commercial/industrial newsletter surveys; the "Share-A-Thought" program and directly from customer letters, phone calls and visits. Your feedback has allowed us to see how we are doing, and what we need to improve. The "Share-A-Thought" program alone has shown us that there are a lot of customer questions about street lighting and tree trimming. Also, our customers want a clearer explanation of fuel charges and summer/winter rates. Finally, they want changes in payment methodology and larger return envelopes.

The men and women of the RMLD, past and present, have worked hard to provide quality, reliable and reasonably priced electrical services to each customer 24 hours a day, 365 days per year. On behalf of the Board of Light Commissioners, we salute the employees of the RMLD and join with them in a pledge to thrive in this new arena of competition.

On behalf of the Department and the Board of Commissioners, I would like to thank each of you, the citizens of Reading and every rate payer for your continued support. We look forward to mutually developing a better understanding and addressing your needs throughout our second century of community service.

Sincerely,  
Reading Municipal Light Department  
Board of Commissioners:  
David M. Swyter, Chairman  
William J. Hughes, Jr. Secretary  
Allan E. Ames, Member  
Philip B. Pacino, Member  
John P. Holland, Member

**ARTICLE 1 - Lt. Robert Silva, Reading Police Department for the Police Station Building Committee presented the following report, which was accepted as a Report of Progress:**

The Police Station was built in 1930. It was comprised of two floors with only five thousand square feet. In 1979, it was expanded to the present eight thousand square feet. The Police Station in 1930 housed fourteen sworn officers and served a population of approximately nine thousand. We now have fifty-one sworn and non-sworn personnel serving a population of approximately twenty-two thousand.

## Town Meeting Reports

The Police Station fails to adequately protect those who work there and fails to service the public in an effective and efficient way. The Police Station does not meet the American with Disabilities Act standards, it does not conform to local building codes, and it violates a number of safety and environmental requirements. The architect hired by the Town says the Police Station should have nineteen thousand two-hundred square feet to effectively and efficiently service the public.

The Board of Selectmen established a Police Station Designer Selection Advisory Panel to review the R.F.P.'s. At the same time, the Board established a Police Building Committee with a representative from Town Meeting, Department of Public Works, Historical Commission, Pleasant Street Neighborhood, Finance Committee, Board of Selectmen and the Police.

In February 1995, representatives from over twenty architectural firms toured the Police Station. We received twenty-one Request for Proposals (RFP) applications. All of the architects felt we could do very little with the existing building to meet our needs. They concluded that the adjoining property would have to be purchased or an alternate site would have to be found.

The Selection/Advisory Panel interviewed ten of the twenty-one applicants. We then recommended three to the Town Manager. Preservation Partnership of Fall River, MA was selected to conduct a feasibility study. The Selection/Advisory Panel was then disbanded.

The Police Building Committee was charged by the Board of Selectmen to conduct an extensive search for the most appropriate site. The Committee toured a number of area Police Stations to educate ourselves to the current building styles in Police Stations. The Committee established availability, affordability, accessibility and an adequate lot size as essential criteria when discussing a number of potential sites.

We viewed the R.M.L.D. Building on Haven Street, the present site, the property on Walker Brooks Drive, the Union Street Parking Lot, the D.P.W. Complex, Cerretani's and the Oakland Road site. We also explored various funding mechanisms that included State Grants and a Proposition 2 1/2 override.

The Committee held numerous meetings with the architect and narrowed the potential sites to the expanded existing site and the Oakland Road site. The Oakland Road site is the preferred site because it meets all of the criteria and, in fact, has a lot of advantages that will benefit the entire community.

The Committee stands by its decision that Oakland Road be the preferred site. However, we know we must continue to search for other potential sites and to maintain an open dialogue with public and private groups to gain the necessary support to accomplish the Committee's goals. We look forward to returning to Town Meeting with all the necessary information that will provide Reading with a Police Station that services the public in the best possible way.

**ARTICLE 1** - Lorraine Salter, Chairman, Teen Center Committee, presented the following report, which was accepted as a Report of Progress:

The Teen Center Committee has been together since 1991 meeting monthly. Our main objective was to find a proper location. As you all know, this has not happened as nothing seems to be available.

We have been providing afternoon activities on early release days for the middle school students from September to June. The Committee also runs Friday night activities for middle school students at least once a month at the high school. We plan to continue these activities until a proper Teen Center can be found.

On motion by Sally M. Hoyt, Precinct 4, it was voted to lay Article 1 on the table.

**ARTICLE 2** - On motion by Robert Lynch, Precinct 6, it was moved to request that the Board of Health reverse their position on NO SMOKING in restaurants to allow a twenty to twenty five percentage of seats to be for smoking customers.

This motion was voted in the negative.

Prior to vote, Cathy Baranofsky, Chairman, Board of Health, offered the following information:

**MISSION OF THE BOARD OF HEALTH:** To protect the health and well being of the citizens of Reading as well as protect the Town's environment from pollution and damage. As new health issues arise, the Board develops new programs and services to respond to citizen's needs.

#### BACKGROUND

- ♦ November, 1992 Voter Referendum
- ♦ FY '95 \$35,150 To Board of Health (8 MONTH "YEAR")
- ♦ FY '96 \$29,878 To Board of Health  
Stoneham joins Reading Program October 1, 1995
- ♦ FY '97 \$29,878 To Board of Health

#### WHAT IS THE MONEY USED FOR?

#### **PUBLIC AWARENESS AND EDUCATION**

- Annual health fair
- T-shirt and button contests with camp children
- Presentations to community groups, preschools, etc.
- Working with local youth groups
- Regional smokefree dining guide
- Physician networking

#### **SMOKING CESSATION PROGRAMS**

- 8 Programs
- 141 Participants
- 86 Smokefree
- Comprehensive referral list of other programs in the area

## ENFORCEMENT

Signage check during regular inspections of retail food stores

Compliance checks for selling to minors

5 compliance checks

53% noncompliance first time to 15.4% low

## REGULATION DEVELOPMENT

Adopting state law locally concerning sale of tobacco to minors

Eliminating cigarette vending machines except in private club

Updating smoking in restaurants regulations

## PROCESS IN DEVELOPING REGULATIONS

- Which Tobacco Issues To Address?

- Sale To Minors

- Vending Machines

- Self Service Displays

- Advertising

- Distribution Of "Freebies"

- Workplace

- Restaurants

- Draft Regulations December, 1994 and January, 1995

- Breakfast Meeting with Restaurants February 1, 1995

- Public Hearing February 16, 1995

- Vote March 9, 1995

- Effective July 1, 1995

## **WHY BE CONCERNED ABOUT SECONDHAND SMOKE** **WHAT IS SECONDHAND SMOKE? OR** **ENVIRONMENTAL TOBACCO SMOKE?**

A mixture of "mainstream" smoke exhaled by the smoker and "sidestream" smoke from the burning end of a cigarette or other tobacco product.

It is a mixture of over 4000 substances, 43 of which are known human carcinogens. It actually has higher concentrations of some of the carcinogens than that inhaled by the smoking person as the sidestream smoke is not filtered.

Acetone (Nail polish remover)

Ammonia

Arsenic (Poison)

Carbon Monoxide (Car exhaust fumes)

Formaldehyde (Preserver of body tissues)

Hexamine (Barbecue lighter)

Hydrogen Cyanide (Gas chamber poison)

Naphthalene (Mothballs)

Nicotine (Insecticide)

**EPA'S GROUP A CARCINOGENS**  
**GROUP A: KNOWN HUMAN CARCINOGENS**

- ◆ Arsenic
- ◆ Asbestos
- ◆ Benzene
- ◆ Bis(Chloromethyl)Ether
- ◆ Chromium Vi
- ◆ Coke Oven Emissions
- ◆ Distylylbestetrol
- ◆ Direct Black 38 (Benzidine-Based Dye)
- ◆ Direct Blue 6 (Benzidine-Based Dye)
- ◆ Secondhand Smoke\*
- ◆ 2-Naphthylamine
- ◆ Nickel
- ◆ Radon
- ◆ Vinyl Chloride

\*Secondhand smoke is the only carcinogen in Group A for which the cancer risk in humans was detected at environmental levels, rather than occupational or pharmaceutical levels.

**EACH DAY IN MASSACHUSETTS:**

- ◆ 3 people die as a result of involuntary exposure to secondhand smoke.
- ◆ 11 children contract lower respiratory infections due to exposure to secondhand smoke.
- ◆ Secondhand smoke is a risk factor for new cases of asthma in children as well as a cause for increased episodes and increased severity of symptoms in children with asthma.
- ◆ Secondhand smoke has significant effects on the respiratory health of nonsmoking adults including reduced lung function, increased coughing and chest discomfort.

**IS THERE AN ADVERSE ECONOMIC IMPACT WHEN RESTAURANTS  
ARE REQUIRED TO BE SMOKEFREE?**

July, 1994 American Journal of Public Health

Study looked at first 15 Towns to have smokefree restaurant regulations in Colorado and California. Compared them to towns of comparable size, income, smoking prevalence. Data obtained from the State's Department of Revenue. Smokefree Ordinances had no statistically significant effect on restaurant sales.

**IN READING:**

- ◆ Three new restaurants have opened/are in the process of opening since the smoke-free regulation went into effect four months ago.
- ◆ Another restaurant had expressed interest in the Eugene's location.
- ◆ A professional restaurant company is negotiating to purchase a restaurant in Reading
- ◆ There has been more new restaurant activity in the first four months of this regulation than all of last year.

**AREA TOWNS WHO HAVE 100% SMOKEFREE RESTAURANTS**

Andover, Arlington, Bedford, Belmont, Brookline, Concord, Lexington, Newton, Sharon, Tewksbury, Wakefield and as of last week, Winchester.

The above motion was debated for approximately forty-five minutes during which time fifteen Town Meeting Members asked questions or offered comments. Town Counsel, Ted Cohen, responded to questions of legality. One amendment was offered but defeated. The instructional motion, when voted, did not carry.

On motion by Sally M. Hoyt, Precinct 4, it was voted to lay Article 2 on the table.

**ARTICLE 3** - On motion by George V. Hines, Precinct 7, it was voted to amend the 10 year Capital Improvement Program for Fiscal Years 1996 to 2005, as provided for in Section 7-7 of the Reading Home Rule Charter by adopting the changes to lines PW-C-3 and PW-L-1 as shown in pages 1, 3, & 5 of the Capital Improvement Program and reflected in the "Report on the Warrant - Subsequent Town Meeting - November 13, 1995", and as further amended by Frederick Van Magness, Precinct 8, to increase line PW-R-3 from \$10,000 to \$38,000.

**ARTICLE 4** - On motion by George V. Hines, Precinct 7, it was voted to indefinitely postpone the subject matter of Article 4.

**ARTICLE 5** - On motion by Stephen Blewitt, Chairman of the Finance Committee, it was voted to amend one or more of the votes taken under Article 14 of the Warrant of the Annual Town Meeting of April 20, 1995, relating to the Fiscal Year 1996 Municipal Budget, as follows, with the source of funding as previously voted unless otherwise stated:

Town Meeting Reports

**ARTICLE 6** - On motion by W. Bruce MacDonald, Precinct 4, it was voted to establish a revolving fund in accordance with Chapter 44 Section 53E 1/2 of the Massachusetts General Law for receipts from the sale of compost bins. The proceeds from the sale of compost bins will be used to purchase additional compost bins and pay sales tax from such sales. The program is to be administered by the Department of Public Works with expenditures not exceeding \$2,500 during Fiscal Year 1996.

**ARTICLE 7** - On motion by Camille W. Anthony, Precinct 5, it was voted that the Town authorize the Town Manager to enter into a contract with haulers or operators of solid waste collection and/or disposal facilities for the collection, hauling and disposal of refuse, garbage and waste or for the purchase or use of by-products or residue resulting from the operation of such solid waste hauling and disposal facilities; such contract shall be for such period as agreed upon by the parties and upon such other terms and conditions as agreed upon by the parties and shall be in accordance with the applicable provisions of General Laws Chapter Forty, Section Four, General Laws Chapter Forty D, Section Twenty-one, General Laws Chapter Forty-four, Section Twenty-eight C or any other applicable enabling authority.

**ARTICLE 8** - On motion by Camille W. Anthony, Precinct 5, it was voted that the Town appropriate the sum of one hundred forty eight thousand, three hundred and seven dollars (\$148,307) from the "State distribution for RESCO funds" for the purpose of developing plans, specifications, and all other things required for the closure of the former Reading Landfill site on Walkers Brook Drive on property known as plat 57 lots 20 -26 and plat 68 lots 7 and 8 on the Tax Assessors' map, such appropriation to include all planning, engineering, testing, and other preparation costs required to complete the purpose of this article, all moneys to be expended under the direction of the Board of Selectmen.

**ARTICLE 9** - On motion by Camille W. Anthony, Precinct 5, it was unanimously voted that the Town raise by borrowing under Massachusetts General Laws, Chapter 44 Section 7 (20) and any other enabling authority, the sum of two hundred thousand dollars (\$200,000) and appropriate said sum for design and construction and all other costs associated with the development of the Wood End Cemetery on Franklin Street, said sum to be expended under the direction of the Board of Cemetery Trustees.

121 voted in the affirmative  
0 voted in the negative

Mary Vincent, Cemetery Trustee, presented the following report:

### **Brief History of Wood End Cemetery**

#### **1. Site Selection:**

- a. Search began in 1981 due to restrictions on development at Charles Lawn.
- b. Trustees recommend Franklin Street.
- c. Site included in Master Plan 1991.
- d. Land Bank Approval 1993.
- e. Site Selection Committee appointed at Town Meeting in 1993.
- f. In 1994 the Site Selection Committee recommended the Franklin Street site to Town Meeting and the area was transferred to Cemetery Trustees.

#### **2. Development:**

- a. Surveying, engineering and layout supervised by the Cemetery Director with BSC Group of Norwell - Input from Conservation Administrator.
- b. Cooperation of Department of Public Works and availability of loam and boulder results in rapid progress.
- c. Reduction of cost estimation from \$300,000 to \$200,000.
- d. Received necessary permits from Conservation Commission and Board of Public Health.
- e. Presented program to Selectmen, Capital Advisory Committee and Finance Committee.

#### **3. Time Frame:**

- a. Full development at this time will result in lower cost, more attractive area, and more appeal to potential buyers.
- b. Work through winter and spring will result in seeding next fall and sales the following year.
- c. Earlier return on investment and availability of lots to public.

#### **4. Financing:**

With approval of Town Meeting, borrow money to be paid back from income of Sale of Lots and Bequest Fund at no cost to taxpayer.

Elizabeth Klepeis, Town Treasurer, reviewed the financing proposal for Wood End Cemetery Development as follows:

- ♦ Borrow the funds, using Bond Anticipation Notes (six years)
- ♦ Borrow \$100,000 in Spring of 1996.
- ♦ Roll over the original \$100,000; Borrow additional \$100,000 in Spring of 1997.

- ◆ Start paying principal in Fiscal Year 1999.
- ◆ Pay debt service from proceeds of Sales of Lots and interest on Bequest Trust Fund
- ◆ Cemetery Department continues to fund operations budget from income.

**ARTICLE 10** - On motion by W. Bruce MacDonald, Precinct 4, it was voted to table the subject matter of Article 10.

**ARTICLE 11** - On motion by W. Bruce MacDonald, Precinct 5, it was voted to table the subject matter of Article 11.

**ARTICLE 12** - On motion by Sally M. Hoyt, Precinct 4, it was voted to table the subject matter of Article 12.

**ADJOURNED SUBSEQUENT TOWN MEETING**  
**November 16, 1995**

**ARTICLE 13** - On motion by Edward G. Smethurst, Precinct 4, it was voted to amend the General Bylaws by adding the following new section:

**5.13. Demolition of Structures of Potential Historical Significance**

5.13.1. The purpose of this Bylaw is to preserve and protect historically significant structures within the town which reflect or constitute distinctive features of the architectural, cultural, economic, political or social history of the Town and to encourage owners of such

structures to seek out persons who might be willing to purchase, preserve, rehabilitate or restore such structures rather than demolish them. To achieve these purposes, the Reading Historical Commission is empowered to advise the Building Inspector with respect to the issuance of permits for demolition of such historically significant structures. The issuance of demolition permits for such historically significant structures is regulated as provided in this Bylaw.

**5.13.2. Definitions**

5.13.2.1. **Business Day:** A day which is not a legal municipal holiday, Saturday or Sunday.

5.13.2.2. **Demolition:** Any act of pulling down, destroying, removing or razing a structure or commencing the work of total or substantial destruction with the intent of completing the same.

5.13.2.3. **Emergency Demolition:** In the event of an imminent danger to the safety of the public, nothing in this Bylaw shall restrict the Building Inspector from immediately ordering the demolition of any structure or any part thereof.

5.13.2.4. **Potentially Significant Structure:** Any structure or a portion of a structure that:

- a. Is listed on, or is within an area listed on, the National Register of Historic Places, the Massachusetts Historical Register or Historic Places, or is the subject of a pending application for listing on said registers, or;
- b. Is included in the Historical and Architectural Inventory, as of September 1, 1995, maintained by the Reading Historical Commission or structures for which complete historical and architectural survey forms may be pending as of that date, or;
- c. Has been determined by an affirmative vote of at least four (4) members of the Commission to be historically or architecturally significant in terms of period, style, method of building construction or association with a significant architect, builder or resident either by itself or as part of a group of buildings, provided that the owner of such a structure and the Building Inspector have been notified in hand or by certified mail at least thirty (30) days prior to such vote.

**5.13.2.5. Preferably Preserved Historic Structure:** Any historically significant structure which is determined by the Commission to be in the public interest to preserve because of the important contribution made by such structure to the historical and/or cultural resources of the Town.

**5.13.2.6. Commission:** The Reading Historical Commission.

**5.13.2.7. Structure:** Materials assembled at a fixed location to give support or shelter, such as a building, framework, wall, tent, reviewing stand, platform or the like.

### 5.13.3. Procedures

**5.13.3.1.** The Commission will provide a listing of Potentially Significant Structures to the Building Inspector. This list is subject to the following criteria and periodic modification:

Criteria for Potentially Significant Structures:

- a. The structure is determined to be importantly associated with one or more historic persons or events, or
- b. Is determined to be associated with the broad architectural, cultural, economic or social history of the Town or Commonwealth.
- c. The structure is defined in Definition 5.13.2.4 as a Potentially Significant Structure.

**5.13.3.2.** Upon the receipt of application for a Demolition Permit for a Potentially Significant Structure, the Building Inspector shall immediately forward a copy thereof to the Commission for review.

**5.13.3.3.** Within fourteen (14) days of the date upon which the Commission receives the Demolition Permit, the Commission shall make an Initial Determination that is:

- a. Positive if the structure is historically inventoried, or in the process of being inventoried or determined by the Commission to have historic significance, or
- b. Negative if the Initial Determination is negative, the property is no longer subject to this Bylaw, and the Building Inspector may act on the Demolition Permit.

5.13.3.4. If the Initial Determination is Positive, the Commission shall hold a public hearing on the application within twenty-one (21) days of the Initial Determination, and shall give public notice of the time, place and purpose of the hearing in a local newspaper at least fourteen (14) days before said hearing; at least seven (7) days before said hearing, the Commission shall mail a copy of said notice to the applicant, to the owner(s) of all property deemed by the Commission to be affected thereby as they appear on the most recent local tax list, and to such other persons as the Commission shall deem entitled to notice.

The Commission may require that the applicant maintain on the property, which is the subject of a Demolition Permit application, a notice in a form designated by the Commission, visible from the nearest public way, of any hearing on the subject matter of such application. The Town shall be responsible for costs associated with the mailing, posting or publishing of the required notices.

No less than five (5) business days before the public hearing, the applicant shall submit three (3) copies of a demolition plan which shall include the following:

- a. An Assessor's map or plot plan showing the location of the structure to be demolished on its property with reference to the neighboring properties;
- b. Photographs of all facade elevations;
- c. A description of the structure to be demolished;
- d. The reasons for the proposed demolition and data supporting said reason;
- e. A brief description of the proposed reuse of the property on which the structure to be demolished is located.

5.13.3.5. If, after the close of such hearing, the Commission determines that the demolition of the Potentially Significant Structure would not be detrimental to the historical or architectural heritage or resources of the Town, the Commission shall so notify the Building Inspector within fifteen (15) business days of the conclusion of the hearing. Upon receipt of such notification or after the expiration of the fifteen (15) days, the Building Inspector may act on the Demolition Permit if he has not received notification from the Commission.

5.13.3.6. If the Commission determines that the demolition of the Potentially Significant Structure would be detrimental to the historical or architectural heritage or resources of the Town, such structure shall be considered a Preferably Preserved Historic Structure. The Commission shall so advise the applicant and the Building Inspector, and a Demolition Permit may be delayed up to six (6) months after the conclusion of the hearing during which time alternatives to demolition shall be considered. The Commission shall offer the owner information about options other than demolition, such as resources in the preservation field, the Massachusetts Historical Commission, the Town Planner, and other interested parties that might provide assistance in preservation, funding and/or adaptive reuse.

5.13.3.7. Responsibility of Owner/Applicant

The owner of record shall be responsible for participating in the investigation of options to demolition by actively seeking alternatives with the Commission and any interested parties, by providing any necessary information, by allowing reasonable access to the property, and by securing the premises.

5.13.4. Release of Delay Enforcement

Notwithstanding the preceding section of this Bylaw, the Building Inspector may issue a Demolition Permit for a Preferably Preserved Historic Structure at any time after receipt of written advice from the Commission to the effect that either:

- a. The Commission is satisfied that there is no reasonable likelihood that either the owner or some other person or group is willing to purchase, preserve, rehabilitate or restore such building, or;
- b. The Commission is satisfied that during the delay period the owner has made continuing, bona fide and reasonable efforts to locate a purchaser to preserve, rehabilitate and restore the subject structure, and that such efforts have been unsuccessful.

As a condition of releasing the delay enforcement, the Commission may require the applicant to submit measured drawings or other documentation for the Town's historic records.

5.13.5. Emergency Demolition

Nothing in this Section shall be construed to derogate in any way from the authority of the Building Inspector derived from Chapter 143 of the General Laws. However, before acting pursuant to that Chapter, the Building Inspector shall make every reasonable effort to inform the Chairperson of the Commission of his intentions to cause demolition before he initiates same.

5.13.6. Enforcement and Remedies

5.13.6.1. In the event a structure governed by this Bylaw is demolished in violation of this Bylaw, then no building permit shall be issued for the premises for a period of two (2) years after the date of such demolition. As used herein "premises" includes the parcel of land upon which the demolished structure was located and all adjoining parcels of land under common ownership or control.

Mr. Edward Palmer, Chairman, Historical Commission, gave a brief history as to purpose of this article. After affirmative reports from the Community Planning and Development Commission and the Bylaw Committee, Mr. David O. Sullivan, Historical Commission Member, reviewed the proposed bylaw and responded to questions from Town Meeting Members for two hours before motion was voted.

Town Meeting Member, William Brown, Precinct 8, offered three amendments of which one was voted:

Amend 5.13.3.4 by changing the word "applicant" in the last sentence of first paragraph to the "Town" so that sentence shall read: "The Town shall be responsible for costs associated with the mailing, posting or publishing of the required notices." This amendment was voted: 78 - affirmative; 57 - negative.

Mr. Frederick Van Magness, Precinct 8, offered five amendments, two of which were voted as follows:

5.13.3.4. - Change the word "structure" to "property" in the next to last sentence of first paragraph so that sentence shall read: "The Commission may require that the applicant maintain on the property, which is the subject...." This amendment was voted unanimously.

5.13.2.4c. - Amend to change the word ten (10) to thirty (30) and delete the word "business" so that the last sentence shall read: "...or by certified mail at least thirty (30) days prior to such vote." This amendment was voted unanimously.

During the two hour debate on Article 13, twenty five Town Meeting Members spoke to this issue in addition to Town Counsel and members of the Historical Commission. The main motion, as amended, was voted at 9:35 p.m.

**ARTICLE 14** - On motion by Jonathan Barnes, Precinct 5, it was unanimously voted to authorize the Board of Selectmen to acquire all or any part of a temporary construction and permanent drainage easement as shown on the plan entitled "Plan of Proposed drainage easement - Plat 123, lots 4 and 4a" dated 11-13-95 as "PROP 30 FT. WIDE EASEMENT 8850 + S.S." on, over and/or under that portion of the land currently believed to be owned by Ann Minotti located at 908 Main Street and shown on Town of Reading Board of Assessors' Revised January 1, 1989, Plat 123 as Lots 4 and 124A in fee or rights of easement therein by eminent domain under the provisions of Chapter 79 of the General Laws of the Commonwealth of Massachusetts,

Town Meeting Reports

or to acquire said interests in said land or any part thereof by gift, purchase, or otherwise, and that the Town will raise the sum of \$1,000 and appropriate said sum to the Board of Selectmen to pay for appraisals of said property and to pay for the acquisition of said land or rights of easement therein, or to be used for payment of land damages or other costs and expenses of such acquisitions, and to authorize the Board of Selectmen to enter into agreements with private parties or state and federal agencies for financial and other assistance in connection with such acquisition, and to do all other acts and things necessary and proper for carrying out the provisions of this vote.

136 voted in the affirmative  
0 voted in the negative

Bryan Irwin, Chairman, Community Planning and Development Commission, read the following letter into the record:

Re: Fall 1995 Town Warrant - Article 14

Dear Mr. Edwards:

Relative to the above referenced, I hereby authorize this letter to be read into the record at the Fall 1995 Town Meeting.

Please be advised that I have decided to support Article 14 at the Fall 1995 Town Meeting. Since the public hearing held on Monday, November 6, 1995, I have been convinced that the proposed easement will not interfere with any buildable or usable portions of my property.

Over the course of the past several years, misunderstandings and miscommunications have strained negotiations concerning the drainage problems along Main Street. It is my hope that by supporting this Article 14, the Town, my neighbors and I now will be able to work together to solve the problem at hand.

While I, like my neighbors, am eager to address the problem, I call on the Board of Selectmen to use patience and discretion in exercising the authority granted to it under Article 14. My support of this Article is contingent only upon the commitment of the Board of Selectmen to work closely with any engineers or professionals that I might retain to assist me in this matter.

Very truly yours,

(signed) Ann Minotti

**ARTICLE 15** - On motion by Jonathan Barnes, Precinct 5, it was moved to amend the Reading Zoning By-Laws by amending Paragraph 6.2.3.2.d.(2) by adding the word "generic" after the phrase "establishment and the" and before the phrase "type of goods and services" and by adding the words ", not including brand names, corporate names, trademarks, logos, symbols, or other

particular identification relative to specific goods or services," after the phrase "type of goods or services it offers" and before the phrase "shall be displayed", so that said paragraph shall read as follows:

"(2) Permanent signs shall be of a durable material, such as wood, metal, plastic, neon tubes, decals, or paint, and shall be displayed only on the interior side of the surface of a window and door, provided that no lettering contained in such sign shall exceed six inches in height and that the only the name of the establishment and the generic type of goods or services it offers, not including brand names, corporate names, trademarks, logos, symbols, or other particular identification relative to specific goods or services, shall be displayed, or may state "OPEN"; no such sign shall be internally illuminated except for those of neon tubes and these shall not be illuminated except during hours of operation of the business; no such sign shall require a permit."

2/3 vote required  
66 voted in the affirmative  
52 voted in the negative  
Motion did not carry

The Community Planning and Development Commission and the Bylaw Committee both offered affirmative recommendation. Wayne MacLeod, Chairman, Sign Review Board, reported that they voted not to support Article 15 by 5-0-0.

Town Meeting Members discussed this proposal for twenty minutes with those opposed expressing concern that it was too restrictive and would be detrimental to the business community.

**ARTICLE 16** - On motion by Jonathan Barnes, Precinct 5, it was unanimously voted to amend Section 7.2.2. of the Reading Zoning By-Laws by adding at the end thereof the following new sentence:

"The provisions of this Section 7.2.2. shall equally apply to the record owner of the real property upon which a violation of this By-Law occurs regardless of who caused or committed such violation."

2/3 vote required  
118 voted in the affirmative  
0 vote in the negative

**ARTICLE 17** - On motion by Jonathan Barnes, Precinct 5, it was voted to table the subject matter of Article 17.

Mr. Barnes advised Town Meeting that the Community Planning and Development Commission felt there were several issues raised at the Public Hearing that needed to be resolved or clarified.

**ARTICLE 18** - On motion by Jonathan Barnes, Precinct 5, it was voted to amend the Reading Zoning By-Laws by adding thereto Section 4.9.3.1.1. which shall read as follows:

"4.9.3.1.1. Alternative Procedure: As an alternative to the provisions of Sections 4.9.3.3., 4.9.3.5., 4.9.3.7., 4.9.3.8. and 4.9.3.11., a Developer may elect to follow an alternative process as specified below:

a. The Developer shall submit a Request for Determination to the Reading Conservation Commission according to Massachusetts General Laws Chapter 131 Section 40 and Reading General Bylaws Section 5.7., and obtain a Determination of Applicability relative to the proposed site, including an official delineation of any wetlands contained on the site, such delineation to be accurately depicted on development plans subsequently submitted for the site.

b. Subsequent to such Determination of Applicability, the Developer shall request in writing that a joint public meeting of the CPDC and the Conservation Commission be held with the Developer to review the Developer's proposed development. The Developer shall supply such written and graphic material, in twenty copies, as fully to explicate the intended development concept, together with potential alternative options, including number, location, and height of buildings, vehicular and pedestrian circulation, parking, landscaping, open space, drainage control, wetlands protection, off-site improvements, and any other features relevant to the development concept.

Within thirty-five days of such a request, the CPDC and the Conservation Commission shall hold at least one session of a joint public meeting with the Developer to discuss the development concept and the options, issues, concerns, and other matters relative to the proposal. Particular attention shall be paid to:

- (1) Obtaining input from both Commissions simultaneously,
- (2) Identifying concepts, options, and approaches relative to the development, potentially acceptable to both Commissions within their respective purview, authority, and responsibilities,
- (3) Reviewing mitigation measures which meet the concerns of both Commissions.

All "parties of interest" shall be given such notice of this meeting as required for a public hearing under Massachusetts General Laws Chapter 40A.

c. Within sixty-five days of the filing by the Developer of a complete Final PUD Plan, the CPDC shall hold a public hearing to consider issuance of a Special Permit to construct a PUD. The Final PUD Plan shall be a definitive plan of the development and contain such information as specified in Section 4.9.3.10. Approval of the Special Permit shall be granted upon determination by the CPDC that the Final PUD Plan conforms with and meets the requirements, standards, and guidelines set forth in Sections 4.9.4. and 4.9.5. in a manner consistent with the concept presented and the Commissions' input received according to Paragraph 4.9.3.1.1.b. The Special Permit may be granted with conditions, or not granted, or granted by inaction, according to Section 4.9.3.12.

The Final PUD Plan may include application for approval of a proposed subdivision of the site in accordance with the Rules and Regulations Governing the Subdivision of Land in Reading. A separate endorsable Definitive Subdivision Plan meeting the requirements of said Rules and Regulations may be included as part of the Final PUD Plan documents, and the public hearing for consideration of such subdivision plan shall be held by CPDC concurrent with the Special Permit public hearing referenced above.

At the Developer's election, the Conservation Commission shall hold at least one session of a public hearing simultaneously with the CPDC Special Permit public hearing referenced above, for considering the Developer's Notice of Intent relative to the proposed PUD development. The hearing shall be scheduled mutually between the CPDC and the Conservation Commission.

The request for such simultaneous public hearing must be accompanied by or preceded by a complete Notice of Intent submission and all relevant application fees in accordance with Massachusetts General Laws Chapter 131 Section 40 and Reading General Bylaws Section 5.7., and a waiver of the time requirements for the Conservation Commission's holding of a hearing and issuance of an Order of Conditions under said Chapter 131 Section 40 and said General Bylaws Section 5.7. The Conservation Commission may at its discretion continue sessions of its public hearing to or deliberate an Order of Conditions at places and times independent of the CPDC's public hearing or meetings."

2/3 vote required  
104 voted in the affirmative  
2 voted in the negative

Sally Hoyt, Precinct 4, moved and it was voted to suspend reading of entire article, after the first paragraph, as Town Meeting Members had the wording in their Warrant Report.

**ARTICLE 19** - On motion by Jonathan Barnes, Precinct 5, it was voted to table the subject matter of Article 19.

**ARTICLE 20** - On motion by Jonathan Barnes, Precinct 5, it was voted to amend the Reading Zoning Map by placing a Planned Residential Development -- General (PRD-G) Overlay District on property located at 19 Harold Avenue identified as Parcel 2 on Board of Assessors Plat 155.

2/3 vote required  
98 voted in the affirmative  
7 voted in the negative

At this time, the Moderator called all Articles presently on the table.

## Town Meeting Reports

**ARTICLE 2** - On motion by Philip Pacino, Chairman, Bylaw Committee, Precinct 4, it was voted to instruct the Board of Selectmen to amend Section 2.1.7. of the General Bylaws by deleting the phrase "fifth Tuesday preceding" and substituting therefor the phrase "seventh Tuesday preceding. Such change to make the closing of the Subsequent Town Meeting Warrant two weeks earlier than it is being closed.

On motion by Sally Hoyt, Precinct 4, Article 2 was laid on the table.

At the close of Town Meeting, the Moderator, Paul Dustin congratulated Town Clerk, Catherine Quimby, on her impending retirement and thanked her for her many years in Town Government, not only in her capacity as Town Clerk for the last six years but for her many years of service as a volunteer and elected Town Meeting Member for 27 years.

**ANNUAL TOWN ELECTION**  
**March 21, 1995**

Pursuant to the Warrant and the Constable's Return thereon, a General Election was held for all eight precincts at the Hawkes Field House. The Warrant was partially read by the Town Clerk, Catherine A. Quimby, when on motion of Henry Murphy, Warden, Precinct 7, it was voted to dispense with the further reading of the Warrant, except the Constable's Return, which was then read by the Town Clerk. The ballot boxes were examined by the respective Wardens and each found to be empty and registered at 000.

The Town Clerk declared the polls open at 7:00 A.M. and closed at 8:00 P.M., with the following results:

2899 ballots (20.8% of registered voters) cast as follows:

	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
<u>Moderator for one year - Vote for One</u>									
Paul C. Dustin*	240	204	196	343	244	338	313	301	2,179
Other	3	5	1	4	3	1	4	3	24
Blanks	70	70	71	112	79	97	99	98	696
<u>Total</u>	<u>313</u>	<u>279</u>	<u>268</u>	<u>459</u>	<u>326</u>	<u>436</u>	<u>416</u>	<u>402</u>	<u>2,899</u>
<u>*Elected</u>									

	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
<u>Board of Selectmen for three years</u>									
<u>Vote for Two</u>									
Willard J. (Bill) Burditt	119	96	75	186	105	163	126	132	1,002
Daniel A. Ensminger*	165	120	105	229	167	226	246	194	1,452
W. Bruce MacDonald*	173	151	163	250	178	244	238	217	1,614
David M. Meuse	70	101	137	94	106	130	116	153	913
Other	1	0	1	1	0	1	1	0	5
Blanks	92	90	55	158	96	108	105	108	812
<u>Total</u>	<u>626</u>	<u>558</u>	<u>536</u>	<u>918</u>	<u>652</u>	<u>872</u>	<u>832</u>	<u>804</u>	<u>5,798</u>
<u>*Elected</u>									

<u>Board of Assessors for three years</u> <u>Vote for One</u>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
Mary S. (Mollie) Ziegler*	241	210	202	365	234	335	314	301	2,202
Other	0	0	0	1	0	1	2	0	4
Blanks	72	69	66	93	92	100	100	101	693
Total	313	279	268	459	326	436	416	402	2,899
*Elected									

<u>Board of Library Trustees for three years - Vote for Two</u>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
William H. Diamond*	223	189	174	325	234	329	295	293	2,062
Christine B. Redford*	214	195	204	352	231	317	294	290	2,097
Other	1	0	1	2	0	0	3	0	7
Blanks	188	174	157	239	187	226	240	221	1,632
Total	626	558	536	918	652	872	832	804	5,798
*Elected									

<u>Municipal Light Board for three years</u> <u>Vote for Two</u>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
William J. Hughes, Jr.*	193	153	148	284	182	271	264	249	1,738
Philip B. Pacino*	193	165	170	319	213	279	277	249	1,870
Ronald L. Wood	84	91	88	91	89	127	109	129	808
Other	0	1	0	2	0	0	1	0	4
Blanks	151	148	130	222	168	195	181	183	1,378
Total	626	558	536	918	652	872	832	804	5,798
*Elected									

<u>School Committee for three years</u> <u>Vote for Two</u>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 6</u>	<u>Total</u>
Roberta C. (Robin) D'Antona*	133	130	113	243	152	293	199	172	1,345
George J. Shannon	132	103	87	182	128	164	165	136	1,097
Stanley M. Nissen	107	103	88	150	111	176	149	136	1,014
Robert L. Spadafora, Jr.*	158	150	164	215	157	232	212	247	1,535
Other	0	0	2	2	0	0	0	0	4
Blanks	96	72	82	126	104	97	107	119	803
Total	626	558	536	918	652	872	832	804	5,798
*Elected									

Town Meeting Members for three years - Vote for no more than eight	Pr 1	Pr 2	Pr 3	Pr 4	Pr 6	Pr 6	Pr 7	Pr 8
Herbert W. Converse*	192							
Thomas J. Ryan*	196							
James K. Taylor*	202							
Lorraine B. Horn*	206							
Ellen Mounteer*	206							
Neil J. Sullivan*	191							
Robert W. Belbin*	1							
William R. Grace*	2							
Other	5							
Blanks	1,303							
Total	2,504							
*Elected								

Town Meeting Members for three years - Vote for no more than eight	Pr 1	Pr 2	Pr 3	Pr 4	Pr 5	Pr 6	Pr 7	Pr 5
Stephen L. Crook*		167						
Philip D. LeBlanc*		180						
John E. Parsons, III*		173						
Margaret V. Pratt*		173						
Anthony L. Rickley*		171						
Priscilla Ryan*		180						
Francis P. Burke*		2						
Marlene Cohen*		5						
Other		11						
Blanks		1,166						
Total		2,232						
*Elected								

<u>Town Meeting Members for two years</u> <u>Vote for no more than three</u>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>
Paul Feely, Jr.*		1						
Patrick Fennelly*		1						
Robert W. Hilliard*		2						
Other		6						
Blanks		827						
Total		837						
*Elected								

<u>Town Meeting Members for one year</u> <u>Vote for no more than two</u>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>
Maureen S. Hilliard*		1						
Colleen O'Shaughnessy*		2						
Other		6						
Blanks		549						
Total		558						
*Elected								

<u>Town Meeting Members for three years - Vote for no more than eight</u>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>
William L. Childress*			158					
Francis P. Driscoll*			159					
Gerald L. MacDonald*			191					
Bryan M. Hodgkins, II*			159					
Ronald P. McCarron*			165					
Richard F. Smith, Jr.*			177					
Barbara C. Fagan*			4					
Stephen Korth*			1					
Other			4					
Blanks			1,132					
Total			2,144					
*Elected								

<u>Town Meeting Members for three years - Vote for no more than eight</u>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>
Stephen M. Conner*				262				
W. Bruce MacDonald*				303				
Philip B. Pacino*				279				
Robert S. Salter*				241				
George A. Theophanis*				290				
Timothy R. Twomey*				265				
Mary T. Anastos*				186				
Martin J. Benison				151				
Seth Howland				166				
Thomas J. Meharg*				241				
Other				1				
Blanks				1,287				
Total				3,672				
*Elected								

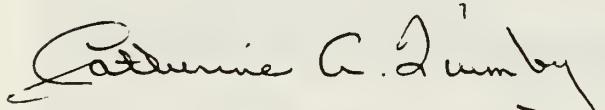
<u>Town Meeting Members for three years - Vote for no more than eight</u>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>
Kathleen Hahn*					195			
Eleanor K. Higgott*					195			
Paul Antonelli*					190			
Ruth Cogan Clay*					200			
Paul A. Kelley*					198			
David M. Meuse*					210			
Brian A. Broad*					4			
Catherine R. Kaminer*					6			
Other					6			
Blanks					1,411			
Total					2,608			
*Elected								

<u>Town Meeting Members for three years - Vote for no more than eight</u>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>
James J. Fandel*						263		
Diana M. Kaine*						207		
James A. Keigley*						226		
Stephen P. Quigley*						249		
Carol A. Trodella						207		
Nathan C. White*						207		
Irene M. York*						236		
Brook W. Chipman						219		
Jacqueline Chipman*						232		
William H. Watt*						235		
Other						1		
Blanks						1,126		
Total						3,488		
*Elected								

<u>Town Meeting Members for three years - Vote for no more than eight</u>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 6</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>
Patricia A. Biamonte*							222	
John E. Carpenter*							247	
John J. Greichen, Jr.*							191	
Bruce W. Haas*							228	
Patrick S. Sudbay*							236	
David M. Swyter*							227	
John McGrath*							219	
Gary M. Nihan*							271	
Jeffrey W. Struble							179	
Other							2	
Blanks							1,306	
Total							3,328	
*Elected								

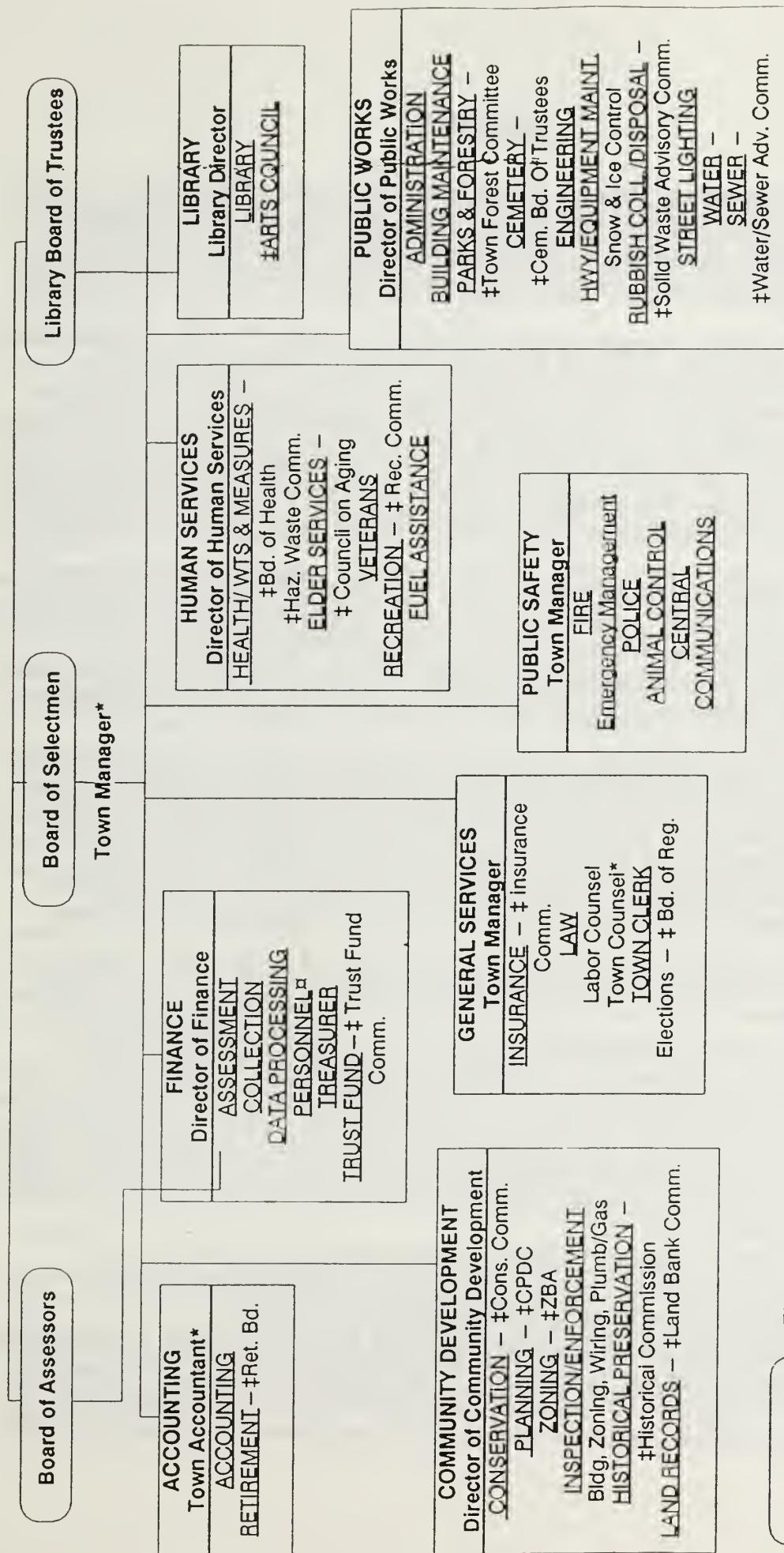
<u>Town Meeting Members for three years - Vote for no more than eight</u>	Pr 1	Pr 2	Pr 3	Pr 4	Pr 5	Pr 6	Pr 7	Pr 8
William C. Brown*								200
Harvey J. (Pete) Dahl*								218
William C. Murphy								164
Carl J. Nelson*								186
George B. Perry, II*								195
John H. Russell*								201
Margaret W. Russell*								205
Frederick Van Magness*								210
Carol S. Grimm								167
Robert L. Spadafora, Jr.*								272
Other								2
Blanks								1,196
Total								3,216
*Elected								

A true copy. Attest:



Catherine A. Quimby, Town Clerk

**Town of Reading, Massachusetts**  
**Plan of Organization - Executive Branch Spring 1992**  
**VOTERS**



## Elected Body

**DEPARTMENT**  
Department Head

XXXXX = Division

\* Appointed by Board of Selectmen  
per charter

- ❑ Note: Town Manager retains ultimate responsibility for the Personnel function pursuant to Section 5-2 of the Reading Home Rule Charter.

‡ – Policymaking body which may exercise authority per statute or other regulations, and which is appointed in accordance with state law, charter, or other regulation. The bodies determine policy under the general direction of the Board of Selectmen. Administrative direction is provided by the Department Head, or the Town Manager in absence of Department Head.

## LIBRARY

Change and consistency: these are the hallmarks of the Reading Public Library. Keeping pace with today's technological advances, adjusting to changes in personnel, maintaining a superior degree of public service, and providing opportunities for the youngest and oldest Reading residents have made 1995 another exciting and fast-paced year for all. Yet, there have also been challenges.

Like General Electric, "progress is our most important product." (Well, customer service actually is, but the GE phrase is catchier.) Now that the computer is a well-ensconced part of American life, the Reading Public Library has fully embraced it and continues to develop and access more ways it can serve our broad customer base. On-line on the Internet, the Library has sponsored more than two dozen fully-enrolled Internet classes, in addition to hosting two Internet Galas for the community. To help our customers, Nancy Aberman and Kimberly Lynn prepared both a detailed Internet brochure and a rather extensive Internet guide. An RPL Home Page is up and running too.

Although technology constitutes an important segment of the Library's activity, we're most proud of our staff. During 1995, we said goodbye to some long-time employees. In the winter, Nicola Carello, who did behind-the-scenes work in Technical Services, resigned. Two retirements, Irene Sunbury and Theresa Bond, changed the look of Tech Services and Information Services while Elaine Singleton, a Children's Room staff member, announced her retirement effective March 1, 1996.

With these changes came shifts and new jobs for some staff. Nancy Aberman is now the Adult Services Librarian, while Michael Colford was promoted to Head of Technical Services with the return of Diane Young to her full-time Assistant Director responsibilities. Technical Services was further restructured, thanks to NOBLE efficiencies, to allow the addition of part-time Library Technicians to the circulation desk. The Library has had trouble finding a replacement Reference Librarian, relying for the time being on the services of some Sunday employees.

Children are our future, and the Reading Public Library continues to provide excellent children's programs and services (including finally having the Children's Room open the same number of hours as the adult portion of the Library). Last summer's "Reading for the Rain Forest" (which was financially backed by the Friends of the Library, the Reading Women's Club, and various private contributions) was an overwhelming success, with 1,288 children enrolled and more than 18,000 hours of reading completed (an average of about 14 hours per child). Adding to the Children's Room rain-forest look and feel were the Killam School's resident iguana, Iggy, who summered at the RPL, and the leaves children added to the room's decor as they spent more and more hours hitting the books.

By summer's end, it was a veritable jungle in there! But they did more than act as decorators; nine acres of rain forest were bought and rescued by Reading children from the more than 6,300 bottles and cans recycled at the Reading Redemption Center.

Not to be outdone by their little siblings, the Young Adults had a couple of opportunities to enjoy their summer, reading and "volunteering." "Mall Madness," the YA summer reading program, drew 267 "shoppers" who read 2,210 books (an average of about 8 books each). The program wind-up "Going out of business" auction drew 75 youngsters. Others were involved in

the "Volunteer" program, which gave middle-school-aged kids a chance to work in the Children's Room or in the YA department. With 29 participants (so many wanted to be involved that some had to be kindly turned away) and more than 240 hours donated, these youngsters made a valuable contribution to the Library and no doubt learned some job-related skills for the future. To thank them, they were feted at a pizza party.

The Reading Public Library continues to win kudos and attract national attention. Two awards were garnered; a public relations award for the WeeCare brochure, which details library services for day-care providers, and a first-place award for the coordinated campaign surrounding the Library's tenth birthday celebration. We were flattered by a visit from Kerstin Rydsjo of the Swedish School of Library Science; Reading was chosen as one of only three children's rooms she visited in the U.S., based on our summer reading program, facility design and decor, and computer access. Several staff members spoke at state, regional and national conferences: Corinné Fisher spoke on space planning in children's rooms at a conference held at the Boston Public Library, while Deirdre Hanley and Kimberly Lynn spoke to a standing-room only crowd at the New England Library Association Conference about public access to the Internet. Hanley took the show on the road to the Maine Library Association Conference, and is scheduled to speak at the Computers in Libraries Conference in Washington, D.C. in February of 1996.

Although library life moves along very well in Reading, there are always new needs and projects. In February, 1995, a crack in the sprinkler system flooded the Picture Book Room, causing considerable damage, including a dangerously sagging ceiling. For two-and-a-half months the staff and community alike had to live without this important pre-school area, adding noise and stress to staff, parents and kids alike. Everyone was delighted when the room reopened on April 16. Thanks to DPW for minimizing the damage and overseeing the repairs.

Thanks also to the many groups and individuals who donated thousands of dollars to renovate the Library kitchen, and install a new kitchen for staff in the staff lounge. The many groups who use the Library Meeting Room are delighted with the improvements, and the staff really enjoys its new space. As always, the Friends of the Library and the community come to the aid of the Library when asked.

The Library has been living in the Highland School for eleven years now. It has been a spectacular success as a library facility during that time, experiencing tremendous increases in use and expansion of service to the community. The Town has been financially supportive, despite difficult times, and the Friends of the Library have provided further financial and volunteer sustenance, enabling the Library to excel. But eleven years of success have taken their toll, also. Broken chairs, fading and chipping paint, and frayed carpets are only some of the outward signs of aging.

The staff is considering a rearrangement of the building's space in order to ensure that the Library will continue to provide necessary services in as modern and efficient ways as possible. The people of Reading rely on the Library more and more in this technological age for a host of information needs, recreational reading, how-to programs and services, videos and CD's, Internet access, etc. To meet today's demands and tomorrow's, we must be sure our budget and our facility keep pace.

Library

The yellow building on the knoll on Middlesex Avenue has been a metaphorical beacon, a light for all to see, for 99 years. We want to keep that beacon brilliantly aflame for children and adults, now and in the next 100 years.

## FIRE DEPARTMENT

The fire activity in Reading remained at the same level as last year, both in frequency and severity. There were again four major building fires which occurred in residential dwellings. The single largest loss was as a result of a fire in a residence on Woburn Street. This fire went to multiple alarms and required the assistance of several out of town Fire Departments. As a result of this tragedy, three families lost their homes and all of their possessions.

A major fire on County Road was controlled very quickly with the result of another family being displaced. However, due to the quick stop of the fire, the family was out of the house for only a short period of time.

Boiler explosions occurred in two separate homes this year resulting in major damage. Both homes were subjected to major structural damage as a result of these explosions.

A fire on Prospect Street was noticed by a passing motorist who used the closest Street Box of the Fire Alarm System to notify the Fire Department. This same person then forced entry into the front of the building and tried to alert any occupants. He proceeded to the third floor of the building and alerted the lone occupant who was asleep. As a result of this man's actions, no one was hurt.

This year found many unusual events facing the members of this department. A bomb was found, removed and disarmed at the Austin Preparatory School. Another bomb-like device was found in the mailbox of a Reading resident. A hand grenade was found in a home by a new owner. Another homeowner found a quantity of black powder in his home. These incidents were all mitigated with the help of the State Police Bomb Squad without injury to any residents. On three separate occasions, this Department was summoned to extricate persons trapped in elevators.

There were six incidents at Reading Memorial High School that required response from this Department. Four separate incidents of incendiary fires were investigated. Most were small nuisance type fires but all were set to disrupt the operation of the school. The dumpster was set on fire twice within four days. During the boiler removal operation at the high school, there was an accident which caused the rupture of a gas line in the boiler room. Due to safety concerns, it was necessary to evacuate the school for a period of time until the gas line could be secured.

This Department provided Mutual Aid Assistance during 1995 as required by agreement. Fires were fought on three occasions in the Town of Stoneham, fires were also fought in Tewksbury, Wilmington, Melrose, Wakefield, North Reading and, of course, in Methuen at the Malden Mills Fire. Firefighters spent fifteen hours fighting the Malden Mills fire in temperatures that were in the single digits. Many communities, including Reading, were hampered by frozen equipment.

The Fire Prevention area was once again taxed to the limits of the department. This Department once again conducted over 900 inspections. This total included fifty two fire alarm systems in new construction. One hundred eighty oil burners were inspected, along with two hundred seventy eight smoke detector inspections in private dwellings. Fifteen blasting permits were issued with countless number of inspections and oversight visits to blasting operations.

The Underground Storage Tank Removal Program is progressing. Although there were only 58 tanks removed this year, the capacity amounted to over eighty one thousand gallons of fuel oil. As part of this removal program, this Department monitored the removal of a 600,000 gallon tank from the property of Damco Industries.

## Fire Department

A number of major construction projects have begun in the Town and are taxing this department's ability to conduct appropriate inspections. The thirteen million dollar Parker Project needs the constant oversight of this Department in order to protect the interests and safety of the students who are attending the school during construction. These inspections will also help to ensure the safety of future generations of students at this new facility.

Along with the Parker Project, the Bear Hill Project has begun and will add to the problem of an inadequate inspection program. The future homeowners of this project deserve the most intensive inspection of this project that they can receive. Once construction is complete, it is too late to go back and inspect a property and expect to achieve compliance with codes that were not enforced during construction.

Training continues to be an important function of the Fire Department. Classes are conducted at the Central Fire Station for the most part. However, the Massachusetts Firefighting Academy also provides a great deal of training for this Department at the Academy and through satellite courses. This year, Firefighter Anthony DelSignore graduated from the Mass. Fire Academy. Firefighters Michael Belmonte and David Gentile both graduated from the Boston Fire Academy and Firefighter William VanHorn graduated from the Medford Firefighting Academy. Firefighter David Robidoux is currently attending the Mass. Fire Academy.

On the personnel front, Firefighter Verlon Curtis retired this year after 32 years of service to the community. He was replaced by the hiring of William VanHorn.

The Emergency Medical Services of the Reading Fire Department continues to undertake an extremely intense training program to not only meet the requirements of the Massachusetts Office of Emergency Medical Services, but to exceed them wherever possible. All EMT's received the number of credit hours necessary for them to recertify as Massachusetts Emergency Medical Technicians. Courses include such topics as Hazardous Materials, Hypothermia, Automobile Extrication, Epi-Pen and a rigid 21 hour Department of Transportation course.

All EMT's were once again recertified in the use of the Semi-Automatic Defibrillators. The entire department was recertified in Cardio Pulmonary Resuscitation.

The Fire Department once again was responsible for the retraining and certification of food service employees in the Town of Reading through Choke Saver Courses. Personnel from this Department also performed training to all of the Reading High School cafeteria workers. A total of forty five food service workers were certified. Fire Department personnel also conducted Community CPR Training for the citizens of Reading. One hundred ninety eight citizens were trained and certified in CPR through this effort.

The Fire Alarm System continues to provide the necessary alarm functions in order to help protect our community. Personnel working in the Fire Alarm Division have been assisted this year with the delivery of a new Fire Alarm truck. This system continues to be maintained in top notch working condition.

Emergency Management once again has been an area that is almost totally neglected. The time commitment required to actively participate in this program is more than this Chief has available. In order to remain qualified to seek reimbursement under FEMA and MEMA, this Department must somehow find a way to spend more time attending seminars and programs which are scheduled by these agencies. We are currently not meeting the minimum requirements necessary.

## Fire Department

During 1995, the Reading Fire Department Capital Equipment inventory added the following pieces of equipment:

Fire Alarm Bucket Truck	An exhaust extraction system
A 1,250 Gallon Per Minute Pumper	New Turnout Gear for Firefighters (boots, coat and pants)

## 1995 FIRE DEPARTMENT ROSTER

Chief Donald L. Wood	
Captain Kenneth N. Campbell, Jr.	Stephen W. Lewko
Captain Gordon E. Sargent	Richard A. Puopolo
Captain Stephen A. Ballou	Michael K. Holmes
Captain John T. Mooney	Perry M. Raffi
Lieutenant William F. Campbell	David M. Roy
Lieutenant Gregory J. Burns	Paul F. Guarino
Lieutenant Paul D. Jackson	Robert McCarthy
Lieutenant Peter L. Marchetti	Mark F. Dwyer
Verlon M. Curtis*	Patrick Wallace
Anthony J. Gentile	Brian D. Ryan
Paul D. Murphy	David T. Ballou
James A. Stevenson	Stephen Pelrine
Roger C. Quimby	Robert L. Beck
Arthur H. Vars	James M. Hennessy
Philip G. Dole	Stephen K. Murphy
David C. Bishop	Robert J. Jutras
Francis P. Driscoll	David A. Robidoux
Philip B. Boisvert	Anthony DelSignore
Matthew McSheehy	David Gentile
Daniel W. Cahoon	William Van Horn **
Kevin F. Kelly	

Wayne J. Bell, Mechanic Cynthia M.B. Keenan, Secretary

## 1995 FIRE DEPARTMENT STATISTICS

Permit Fees	\$ 7,996.00
Ambulance Fees	\$155,319.15
Bell Alarms	442
Still Alarms	1,547
E.M.S.	1,332
Inspections	735

## POLICE DEPARTMENT

The Reading Police Department consisted of thirty-eight members at the end of December, 1995. The Chief, two Lieutenants, one Lieutenant Detective, one Sergeant Detective, five Sergeants, three Detectives, one Safety Officer, one Armorer, one D.A.R.E. Officer and twenty-two Patrol Officers.

The expansion of the Police Department is still in the developmental stages. The station on Pleasant St. has been toured by many towns people, and most are in agreement that the station is definitely overcrowded and in need of complete remodeling, at the very least. New sites have been discussed in anticipation of relocating the Police Department.

The Police-Fire Central Dispatch Unit has been in full operation for the past four years and eight months. We currently have six full-time dispatchers and four part-time dispatchers. John Raffi and Evelyn Spadafora are new part-time dispatchers.

Three new cruisers were delivered and put into service this year.

The Reading Police Department conducted its first session of the Citizens Police Academy in January. The classes met on Wednesday evenings at the Senior Center from 7:00 to 9:00 p.m.. for eight consecutive weeks. The Reading Police Department received a grant for this program and it has been accepted well within the community. There are classes given in Domestic Violence, Dispatch Procedures, Community Policing, Accident Investigations, Patrol Procedures, D.W.I. arrests, Firearms, Fingerprinting and other related law enforcement related topics. The Academy Director is Lt. Michael Cloonan. The second session of classes began in April. When students completed this Academy, they participated in an Officer Ride-Along Program and got to view first hand what an officer's day is like. To this date, three classes have been held.

In February, David Savio was hired and in March, David Clark was hired as Police Officers. They entered the Police Academy in April, and graduated in August from a sixteen week program.

Officer Arakelian retired in March, and Dennis Farrell retired in October of this year.

Intensive training for all officers of the Department continues and includes one week training sessions at the Regional Police Institute in Tewksbury, certification in First Aid and First Responder, training in the use of rifles and shotguns and day and night shootings at the Police Range. Since subscribing to L.E.T.N. (Law Enforcement Training Network) on cable TV, many programs have been taped and viewed for our "in house" training program.

The Special Operation Unit of the Northeastern Massachusetts Law Enforcement Council Tactical Police Force, commanded by Lieutenant Robert J. Silva, was used on several occasions this year. The N.E.M.L.E.C. Special Operation Unit (SOU), was the host of the "1995 New England SWAT Challenge". Over one hundred experienced Police Officers from fourteen SWAT Teams and eight Northeastern States, including SWAT Teams from Federal, County, and State agencies, attended a variety of training seminars. The "1995 New England Swat Challenge" provided a forum in which to compete, train, and share experiences that benefited all who attended. It featured competition, educational seminars, and a trade show. In competition, the N.E.M.L.E.C. -A Team took first place, Manchester NH, second, N.E.M.L.E.C. -B Team took third, and Ft. Devens took forth. All those that attended are looking forward to next year's competition.

## Police Department

The Honor Guard has attended many functions this year and continues to be well received wherever it appears.

Complimenting our regular Police Department is our force of School Traffic Officers under the direction of Safety Officer, Joseph R. Veno. These Officers, who supervise the crossing of children on their way to and from school at various locations about town, have proved to be devoted to their duties and are a great asset to the Town.

In 1988, A.A.R.P., the International Association of Chiefs of Police (I.A.C.P.) and the National Sheriffs' Association signed a cooperative agreement to work together to reduce both criminal victimization and unwarranted fear of crime affecting older persons. These three organizations (TRIAD) agreed that police chiefs, sheriffs, older leaders and those who work with seniors, working together, could devise better ways to reduce crimes against the elderly and enhance law enforcement services to older citizens. A senior advisory council, often called S.A.L.T. (Seniors and Lawmen Together) is formed and acts as an advocacy/advisory group and provides a forum for the exchange of information between seniors and law enforcement. In Reading, our S.A.L.T. council is called S.P.I.C.E. (Seniors and Police in Cooperative Efforts). Lois Bond of Reading's Elder Services and Sgt. Dick Robbins and Officer Leone Sullivan were instrumental in developing S.P.I.C.E. These individuals, along with four senior citizens, comprise the council.

The first S.P.I.C.E. Week was held the week of November 6, 1995, starting off with a Ham and Bean Dinner sponsored by the Reading Police Association. Speakers from the Attorney General's Officer, Registry of Motor Vehicles, New England Rehabilitation Hospital in Woburn and a bank security officer from BayBank provided very useful information and provided some hands-on demonstrations. Tours of the Fire and Police stations were provided, along with a demonstration of the new E- 9-1-1 System housed in the Police Department's Dispatch Center.

We have continued our involvement with the Governor's Alliance Against Drugs Program, which was initiated in 1996 to bring awareness of the problems of drugs with our school age children. We also received a grant this year to initiate the D.A.R.E. (Drug Awareness Resistance Education) Program and Officer David Stamatis was selected to become our D.A.R.E. Officer. He attended an eighty hour course in August and began working within the school system in September. The D.A.R.E. Program targets young children and seeks to prevent adolescent substance abuse. The program focuses on helping enhance self-esteem, and providing the skills for recognizing and resisting social pressures to experiment with tobacco, alcohol and drugs. D.A.R.E. Officer Stamatis will be presenting the D.A.R.E. curriculum to all fourteen fifth grade classes beginning the first week of January, 1996. The lesson plans will run for seventeen weeks consecutively, culminating with a D.A.R.E. graduation for each elementary school..

The E-911 System went on-line on October 25th. All personnel involved with this system have been trained in its use.

The Department is indebted to Mr. Edwin Ciampa, a resident of Reading and owner of Crest Buick of Woburn, for donating a Buick sedan for the use of our Safety Officer.

Police Department

The following are the arrests and services performed:

**1995**

Arrests: 238

Persons held in Protective Custody: 53

Motor Vehicle Violations: 5,501

Parking Violations: 1,926

Juveniles Apprehended: 28

Detective Criminal Cases: 208

Auto Accidents Investigated: 616

**Fees Collected: (Fiscal 95)**

Revolvers Permits: \$3,215.00

Firearms Identification Cards: \$244.00

Police Reports Copied: \$1,922.00

Parking Fines: \$25,849.00

Court Fines: \$35,005.00

Administrative Fee for Details: \$12,713.00

Parking Permits: \$14,629.00

Civil Infractions: \$48,525.00

**Motorized Equipment:**

3 1995 Ford Sedans

4 1994 Ford Sedans

1 1993 Ford Sedan

2 1991 Ford Sedans

1 1996 Pontiac (Courtesy Car)

1 1988 Ford Van (ACO Van)

1 1978 Chevy Van

1 1977 Dodge Pick-up

1 1995 Harley Davidson Motorcycle (Leased)

I would like to thank the Town Meeting Members, and especially the citizens of the Town, for the support they have shown their Police Department during the past year.

Police Department

**POLICE DEPARTMENT ROSTER**

**CHIEF**

Edward W. Marchand

**LIEUTENANTS**

Robert J. Silva, Executive Officer  
N. Kevin Patterson, Lieutenant Detective  
Michael P. Cloonan, Lieutenant

**SERGEANT-DETECTIVE**

William F. Keefe

**SERGEANTS**

Bruce F. Russell	Patrick M. O'Brien	Mark J. O'Brien
Richard W. Robbins	Peter C. Garchinsky	

**PATROLMEN-DETECTIVES**

David E. Saunders	William A. Pacunas	Robert F. Flynn
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**SAFETY OFFICER**

Joseph R. Veno

**ARMORER**

Paul G. Peoples

**D.A.R.E. OFFICER**

David M. Stamatidis

**PATROL OFFICERS**

Richard L. Nelson	Walter R. Franklin	Hobart E. Nelson
Larry E. Frederick	Peter R. O'Brien	Robert J. Moreschi
Charles J. Lentini	James W. Cormier	Pasquale M. Iapicca
Christopher J. Voegelin	Leone M. Sullivan	Michael D. Saunders
David M. Richards	James P. Collins	Anthony F. Caturello
John McKenna	John T. Kyle	Francis G. Duclos
Matthew C. Edson	Norman E. Perry	David V. Savio
	David J. Clark	

## CENTRAL DISPATCH

The Police-Fire Central Dispatch Unit has been in full operation for the past four years and eight months. We currently have six full-time dispatchers and four part-time dispatchers. John Raffi and Evelyn Spadafora are new part-time dispatchers. The E-9-1-1 System went on-line on October 25th. All personnel involved with this system have been trained in its use.

## ANIMAL CONTROL

Calls Received: 2,000 plus

Complaints.....	300
Uncontrolled Dogs.....	475
Barking Dogs.....	89
Vicious Dogs.....	3
Dog Bites.....	25
Wildlife.....	275
Other.....	25

Information:

Lost Dogs.....	145
Found Dogs.....	65
Injured Dogs.....	85
Lost Cats.....	75
Found Cats.....	70
Abuse Calls.....	4

Total Number of Dogs Picked Up

Impounded Dogs Returned.....	35
Impounded Dogs Placed.....	15
Impounded Cats.....	25

Action Taken:

Verbal Warnings.....	Numerous
Written warnings.....	20
Citations Issued.....	370
Unlic. Dogs	
Unrestrained Dogs	
Court Hearings.....	4

Rabies:

Wildlife Tested.....	3
Tested Positive .....	0

Animal Inspector: Quarantines.....	117
Informational talks.....	4

## **DEPARTMENT OF PUBLIC WORKS**

### **Director's Comments**

The gasoline spill on Route 93, which occurred on September 30, 1992, continues to affect the operations of the Public Works Department, and the Town in general. We continue to work with the Department of Environmental Protection(DEP), Cumberland Farms/Gulf, and our consulting firm Weston & Sampson Engineers, Inc. in cleaning up the spill site and working toward activating all our water production wells. We were successful in July 1995 in activating our Well #2 and Well #3. DEP required Cumberland Farms/Gulf to install additional monitoring wells and recovery wells in the fall in anticipation of performing pump tests on the three(3) presently inactive production wells (#13, #15 and 66-8) beginning in the spring of 1996. We look forward to the day when we will have relief from the mandatory water restrictions now in effect.

Department personnel were actively involved as members, or liaisons, of the following: Professional Development Committee; Police Station Design Selection Committee; Community Planning And Development Commission; Conservation Commission; Development Review Team; Parking, Traffic and Transportation Task Force; Police Building Committee; DPW Operations Task Force; Town Forest Committee; Swimming Pool Task Force; Cemetery Board of Trustees; Safety Committee; Personnel Evaluation Committee; MWRA Advisory Board; Ipswich River Watershed Advisory Board; Reading Business Park Committee; Water and Sewer Advisory Committee; and the Solid Waste Advisory Committee.

We have assisted other Departments throughout the year on many projects and programs and have been fortunate to have the cooperation and support of other Departments within the Town. I would especially like to thank Conservation Administrator, Donald Nadeau, for the many hours he has dedicated to working with this Department and DEP on the residuals handling and wetlands restoration projects at the Water Treatment Plant. The Department also appreciates the cooperation and efforts of the Police Department in the monitoring and enforcement of the water use restrictions and snow plowing operations.

In the area of personnel, the Department was pleased to welcome Elizabeth Lochiatta, Water Treatment Plant Operator, and Robert C.D. Mohla, Cemetery Division Laborer in 1995. The Department was saddened by the passing away of former Cemetery Director, Henry Vik. Mr. Vik was employed in Reading for 28 years, 16 years in Wakefield, and was an inspiration and mentor to many people.

There continues to be a good cooperative effort on planned and emergency projects by the Divisions within the Department. Because of this effort we are able to provide good quality service to other Town government Departments and to the general public. It is a pleasure working with the dedicated and devoted staff and I thank them for their effort.

### **Administration Division**

The Administration Division supported the Department with procurement administration, water and sewer billing, budget preparation and coordination, departmental personnel and payroll services, accounts payable processing, cemetery administration services and responses to public inquiries and concerns over Public Works area of responsibility. The water restriction publicity and enforcement effort of this summer, plus concern over the lingering effects on our water supply of the 1992 gas spill, continued as highly visible issues and inquiries were handled promptly and capably under often dynamic circumstances.

### **Engineering Division**

The Engineering Division provides engineering services to all Departments within the Town of Reading. The Division is responsible for: preparation of plans, specifications and estimates for Town construction projects; survey layout, inspection and supervision of Town construction projects; review of subdivision plans for accuracy and conformance with the subdivision rules and regulations; inspection of subdivision construction; administration of the Chapter 90 program; maintenance of all records concerning the subdivision of land, roadway construction and water, sewer and drainage construction, and issuance of various permits.

Major construction projects initiated or completed in 1995 included resurfacing Franklin and Grove Streets, and reconstruction of South Street and upper Pearl Street. The first phase of sidewalk and curb construction was completed in the Mineral/King Street area. This was a very successful public/private venture with the Highway Division performing the preparation work and contractors placing the curb and sidewalk. A significant amount of support was lent to the Cemetery Division for the layout and construction of the Wood End Cemetery. Engineering Division personnel secured funding, prepared contract documents and supervised construction of the new DPW salt shed.

Significant progress has been made in the design of upcoming projects. Portions of Walnut Street and Summer Avenue are under design and slated for construction in 1996. The Route 129 design project is well under way and construction is expected to begin in the Summer of 1996. The West Street corridor project is at the 25% design stage and is currently awaiting review and funding by the State. It is expected that the project will be funded for FY 1997.

Subdivision activity continued at a brisk pace. 12 subdivisions are under construction with 7 more either under review or recently approved.

### **Highway Division**

The normal projects such as street sweeping, tree lawn replacement, sidewalk and street maintenance, mixing compost, sifting loam, cleaning catch basins and maintaining traffic signs and school flashers were done on a regular basis. Because of the light winter, we were able to sweep the Town with our own sweeper and didn't have to hire an outside contractor.

### **Special Projects**

- ◆ Put top coat of hot top at Charles Lawn Cemetery.
- ◆ Graded and hot topped Killam School portable classroom area.
- ◆ Pulled foundations and graded and hot topped where the portable classrooms at Eaton School were previously located.
- ◆ Graded and hot topped around new Booster shack.
- ◆ Started the development of Wood End Cemetery.
- ◆ Worked with the Garden Club on beautification of the Square and municipal buildings.
- ◆ Construction of the culvert on Haverhill Street.
- ◆ Using the Highway Department personnel to do the preliminary work on the sidewalk construction, we were able to extend the amount of sidewalk constructed.

### **Vehicle Maintenance**

With the mild winter we had, we were able to do a lot of preventative maintenance on the vehicles. The regular servicing of the vehicles was continued throughout the year and any major breakdowns handled in a timely fashion. With a working Capital Plan in place, we are able to start replacing the older equipment. The one problem we have been facing is the price of parts. On average, the parts have increased anywhere from 3% to 10% per year; however, our budget has remained level or increased only by 2 1/2%, which in turn puts us in a hole before we even start the buying process.

### **Solid Waste**

Negotiations for rubbish disposal were completed with RESCO and Ogden Haverhill Associates and are ongoing with Waste Management, Inc. The disposal contract with RESCO ended in June 1995 and the Town entered into an agreement with Waste Management to provide rubbish disposal while negotiations continue.

We are in the final year of the curbside rubbish collection and recycling contract with Waste Management. The Solid Waste Advisory Committee is pursuing the addition of "white goods" (appliances) and junk mail into the curbside recycling program, and are studying ways to increase the participation in the program. The Town recycled 21% of its total solid waste in FY '95.

### **Snow And Ice**

The Town plowed 9 times and sanded 23 times through the winter of 1995. The Department has been working with the School Department in prioritizing the removal of snow in the sidewalk/grass strip area in front of the schools. This allows for safer access for students from vehicles to school property. In addition, with the purchase of a new sidewalk plow unit with a snowblower attachment, we have improved snow removal from the school sidewalk plowing routes.

### Forestry And Parks Division

Ninety-five public shade trees were removed, most being dead or in a dangerous condition. Four larger historical trees were removed to allow for road reconstruction and fourteen trees were removed because of high wind damage.

Tree trimming has been one of our most important programs, not only to remove dead or dangerous branches but also to inspect the structural safety of the trees in general. Other programs and lack of manpower have reduced this trimming policy a great deal over the past years, damage to private property from tree limbs has been on the increase as evidence. The lack of funding is understandable but there is a need to prioritize our programs (park programs versus tree programs and the assistance to other committees and commissions).

Fifty trees were planted on private and public property as replacements. Eighty four trees were planted on new subdivisions by the developers. The tree nursery trees continue to grow and will be used for roadside planting in a few years. The cut back on these replacements on our Capital Improvement Program has also eliminated the funding to purchase and plant trees presently needed until the nursery trees become of size.

We have still managed to qualify, for the tenth year, as Tree City U.S.A. This is an important award to this division and Town as it generates interest and concern in our shade tree programs.

The holiday lights on the Common were changed back to colored lights for 1995, and we will assume they will stay that way so we may replace bulbs as necessary for the holiday season in 1996. The funding for this program is still a question mark and it might be a good time to reorganize its existence.

The Division continues to maintain approximately 64 acres of grassed areas throughout the Town and also the facilities within the Parks and School athletic fields. This includes complete renovation of ball diamonds and recreational fields under Capital Improvement. A complete crew of Forestry and Parks personnel are required to complete these programs in a timely fashion. The general maintenance of the Parks Division includes the upkeep of five playgrounds in Public Parks and six in School locations, most of these being built by citizen volunteer groups and difficult to obtain parts for. The Imagination Station is showing its age and will require a complete overhaul shortly. The Division maintains sixteen tennis and basketball courts and 11 ball diamonds, grass cutting and park cleaning in all 64 acres, including school grounds, a fertilizing program of all athletic fields and Commons and a leaf composting program that requires at least 4 days of maintenance each month plus 4 days to remove completed composted material.

### Tree Warden And Superintendent Of Insect Pest Control

Ninety-five public shade trees were removed, most being dead or in a dangerous condition. Other large historic trees are fast becoming victims of road and sidewalk reconstruction.

Deadwood and low branches have been removed from the public trees as requested or as scouted. There were 15,500 colored bulbs installed on the Common for the Christmas holidays.

## Department of Public Works

Fifty-three trees were planted on private and public property as replacements and as requested. A greater interest from homeowners to accept Town shade trees on their property is needed as our roadside tree lawns do not allow sufficient ground space for tree survival.

The Town of Reading was awarded "Tree City U.S.A." for the tenth consecutive year by the National Arbor Day Foundation. 400 Douglas trees were purchased and distributed to all 5th graders. Thanks to the Reading Rotary Club that has sponsored and assisted in this program to make "Arbor Day 1995" a success in Reading. Special thanks to those Committees and Commissions working toward the preservation of Reading's Public shade trees.

### **Building Maintenance Division**

Custodial services were provided for Town Hall, Police Station, Woburn Street Fire Station, Main Street Fire Station, Library, Senior Center and DPW Facility. Staffing for these services consisted of 2 day custodians and 1 night custodian. We also hire a custodial firm to supplement the cleaning chores. Increased use of the buildings has resulted in an increase in overtime in this Division in order to properly maintain the facilities.

### **Cemetery Division**

#### **To The Board Of Cemetery Trustees**

The following is from office records for calendar year 1995.

Interments 148	Interments for all years 12,248
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#### **SALE OF LOTS:**

**Forest Glen:** 5 Lots - , 1 Single Grave - Total for all years - 1983 Lots - 794 - Single Graves.

**Charles Lawn:** 30 Lots - 7 Single Graves and Veteran's Graves- Total for all years - 362 Lots - 183 Single Graves and Veteran's Graves

**Laurel Hill:** 20 Lots - Total for all years - 1540 Lots.

#### **DEVELOPMENT:**

**Wood End Cemetery:** Town Meeting has approved funding of Wood End Cemetery to be paid with Cemetery funds. The design and permitting process has been completed. Initial construction has begun.

**Charles Lawn Cemetery:** Thirty Five trees and shrubs were planted this Fall

**Forest Glen Cemetery:** All lots were overseeded and fertilized to repair damage from summer drought.

## Department of Public Works

Cooperation from other Divisions of Public Works was outstanding and much appreciated. The Board of Cemetery Trustees has been very supportive of all the numerous programs and goals of this Division. I thank them all for their assistance.

### **Custodian Of Veteran's Graves - Calendar Year 1995**

**Interments:** WWI - 1    WWII - 21    Korea - 4    Vietnam - 3

A Total of all Veterans interred 1,372. As has been the custom for many years, all Veteran's graves were decorated with a flag and a potted flower on Memorial Day.

### **Water And Sewer Distribution Division**

#### **Water Distribution**

The Water Division installed a total of 34 new water services, replaced 20 old services, repaired 6 leaky services and replaced 2 hydrants. In addition, 8" water mains were installed at Hopkins Street and the DPW Facility, a 6" main at South Street, a 4" main at the Joshua Eaton School and a 2" main at Haverhill Street. A 4" water service and a 6" fire sprinkler service were installed at the new Parker Middle School, an 8" fire sprinkler service at the new addition at Birch Meadow Grammar School was relocated and a 2" lawn irrigation service was installed at Coolidge Middle School. Division personnel also cleaned residuals from the Water Treatment Plant lagoons and repaired the road in the Town Forest around the Water Treatment Plant. In addition, all trenches opened during the 1995 construction season were repaved, the water distribution system flushing program was completed and snow was cleared from fire hydrants in winter.

#### **Meter Room**

The regular quarterly water meter reading cycle was supported, plus 257 "Bill To Date" readings and investigation of 776 error report readings. 80 new services and 20 lawn sprinkler meters were installed. 11 meters were removed from service for the winter. General maintenance included receipt and completion of 505 work orders, plus removal, repair, and reinstallation of 26 meters.

#### **Sewer Distribution**

Division personnel installed 8 sewer laterals, and a connection to the Killam School portable classrooms. The 11 lift stations were checked daily, maintained and the wet wells were pumped and cleaned. Approximately 1/4 of the sanitary sewer main system was cleaned and inspected.

**Water Supply And Treatment Division**

A total of 676,944,000 gallons of water was delivered to the distribution system in 1995.

The highest single days consumption was 3,000,000 gallons on July 13, 1995, and the highest weeks consumption was for the period August 20 to August 26, 1995 an amount of 17,476,000 gallons.

Average daily pumpage was 1,854,641 gallons.

July 17, 1995 wells #2 and #3 were reactivated since being off-line as a precautionary measure due to the gasoline spill on Route 93 on September 30, 1992. 3 wells continue to remain off line as a precaution.

Work continued on the remediation of the gasoline spill site on Route 93. A new recovery well and additional monitoring wells were installed at the spill site as monitoring continues.

Again, for the 6<sup>th</sup> consecutive year, the plant received a Certificate of Recognition from the Department of Public Health for Outstanding Efforts in Providing Community Water Fluoridation.

Kevin Valcour, Treatment Plant Operator, acquired his Grade 3T operators license.

Elizabeth Lochiatto was hired as a Grade 4T Operator to fill the vacancy created by the resignation of Joseph Ciccotelli.

Work on the Consent Order with the Department of Environmental Protection regarding the handling of the treatment plant residuals continued and is progressing on schedule.

Reading's drinking water passed the Environmental Protection Agency, National Primary Drinking Water Regulations for Lead and Copper.

**Contracts Awarded:**

Zone II Delineation.

Ferric Chloride 4,000 gallon tank replacement.

Auburn Street Elevated Water Storage Tank Repair and Painting.

Treatment Plant Residuals Removal and Disposal.

## PUMPING RECORDS

MONTH	PUMPAGE	DAYS	AVERAGE DAY
JANUARY	52,715,000	31	1,700,484
FEBRUARY	47,337,000	28	1,690,607
MARCH	53,312,000	31	1,719,742
APRIL	52,667,000	30	1,755,567
MAY	54,322,000	31	1,752,323
JUNE	60,029,000	30	2,000,967
JULY	70,892,000	31	2,286,839
AUGUST	71,391,000	31	2,302,935
SEPTEMBER	59,763,000	30	1,992,100
OCTOBER	52,462,000	31	1,692,323
NOVEMBER	48,762,000	30	1,625,400
DECEMBER	53,292,000	31	1,719,097
<b>TOTAL</b>	<b>676,944,000</b>	<b>365</b>	<b>1,854,641</b>

## RAINFALL

MONTH	RAINFALL INCHES	ACCUMULATED TOTAL INCHES	NORMAL INCHES
JANUARY	4.22	4.22	3.69
FEBRUARY	3.07	7.29	3.54
MARCH	2.2	9.49	4.01
APRIL	2.21	11.7	3.49
MAY	2.49	14.19	3.47
JUNE	2.49	16.68	3.19
JULY	2.36	19.04	2.74
AUGUST	0.83	19.87	3.46
SEPTEMBER	3.2	23.07	3.16
OCTOBER	6.11	29.18	3.02
NOVEMBER	5.73	34.91	4.51
DECEMBER	2.83	37.74	4.24
<b>TOTALS</b>	<b>37.74</b>	<b>37.74</b>	<b>42.52</b>

Total rainfall in 1995 was 37.74" which is 4.78" below normal.

## SCHOOL DEPARTMENT

This report represents the activities, accomplishments and events of note that occurred in the Reading Public Schools during the 1995 calendar year.

1995 was a year of leadership transition for the Reading Public Schools.

- Dr. Robert Munnelly retired on April 30, 1995 after twenty-five years in Reading.
- Dennis Richards, Reading Assistant Superintendent, served as Interim Superintendent from May 1, 1995 through July 30, 1995.
- Dr. Patsy Baugh served as Interim Assistant Superintendent from May, 1995 through August, 1995.
- Mr. John Doherty, former Coolidge Middle School Science Department Head, was named principal for the Coolidge Middle School by the Interim Superintendent. John replaced Al Lahood who retired as principal earlier in the year.
- Dr. Harry Harutunian became Reading's Superintendent of Schools on August 1, 1995.
- Dennis Richards was named Associate Superintendent.
- Mr. William O'Connell resigned his position as Director of Pupil Personnel Services after one year of service. He had replaced Dr. Alex Alexanian.
- Jean McGah, Reading School Psychologist, served as Interim Pupil Personnel Service Director when Mr. O'Connell left in August, 1995
- Dr. Joann Testaverde served as Interim Director of Pupil Personnel Services from September, 1995 through December, 1995.
- The School Department is currently conducting a search for a Special Education Director.
- Jean McGah is currently serving as Interim Pupil Personnel Services Director.

Other items of note occurred during 1995:

- The April, 1995 Town Meeting approved \$40,000 for an architectural study of Reading Memorial High School. Architects who submitted proposals are currently being interviewed by the Reading Building Committee.
- The 1995 Berger Exemplary Teaching Awards went to Richard Crump - Guidance Counselor/Psychologist, Barrows School; Kristin Killian - Music Teacher, Parker Middle School; Donna Pappalardo - Math Teacher, Reading Memorial High School.
- The School Committee approved the redistricting of approximately 200 middle school students from Coolidge Middle School to Parker Middle School to be phased in over the next three years . The first redistricted students will attend Parker in September, 1996.
- Reading's principals and school council chairs presented their School Improvement Plans to the School Committee for the second year in a row as required by the 1993 Massachusetts Education Reform Act.
- School Committee member George Shannon left the Committee in Spring, 1995. Robert Spadafora, Jr. replaced Mr. Shannon on the Committee.

- ◆ In September, the Joshua Eaton Elementary School opened after a successful renovation and addition project that included conversion of the auditorium to a cafetorium, the addition of several classrooms and a new media center and administration area. New windows, entry ways, a new roof and the refurbishing of the school also occurred.
- ◆ New teachers to the Reading School System were treated to a reception in their honor hosted by the Reading School Committee. The consensus was to make the event an annual affair.
- ◆ The Next Step program opened at Barrows Elementary School for Kindergarten aged special needs children coming out of the RISE program at Killam Elementary School.
- ◆ The Coolidge Middle School Science Olympiad Team once again won the state competition and the right to compete nationally in Bloomington, Indiana.
- ◆ Ground was broken in the Fall 1995 for the new Parker Middle School. Plans call for the opening of phase 1 of the school in August, 1996. The project is scheduled to be completed by August, 1997.
- ◆ The new pressbox funded and constructed under the sponsorship of Reading Boosters was dedicated for the opening of the 1995 Reading High School sport season.
- ◆ Reading School Committee members, as part of their improved outreach and communications goal, visited the school of their choice for a day in October. The visits were successful and other visits will be scheduled in the Spring, 1996.
- ◆ Parker Middle School's athletic field was named after Stephen Collins, a Reading resident who passed away this year. He was very active in the United Soccer Program as a coach and supervisor.
- ◆ The Reading School Committee and the Reading Teacher's Association successfully participated in a collaborative bargaining process that lead to the ratification of three year contracts in the Fall, 1995.
- ◆ Reading Memorial High School began the use of long block scheduling for two days every eight days in the school's schedule. An evaluation of the new format is being conducted presently.
- ◆ Adjustments were made in the schedules for the elementary, middle and high schools to increase instructional time as the School District responds to the new Department of Education Time and Learning regulations. Elementary schools must offer 900 hours of instruction while the middle schools and the high school must offer 990 hours. By 1997, the schools must guarantee that each elementary students has a 900 hour schedule and each middle school and high school student has a 990 hour schedule.
- ◆ In November, the Reading School Committee approved Reading becoming a member of the North Shore Consortium.
- ◆ Reading High School's Marching Band was invited to apply for a possible performance in the Tournament of Roses Parade. Although they were one of two New England finalists, they were not selected to perform.
- ◆ Dr. Harutunian introduced a revised line-item budget and a new programmatic budget for FY 97. The School Committee appreciated the clarity and detail the new and revised format allowed.

## School Department

- The School Committee held five special budget meetings and an open public hearing on the FY 97 School Department budget proposal.

### **Reading Memorial High School**

Reading Memorial High School was one of two schools selected by the Massachusetts Department of Education to showcase quality public education to representatives of the United States Department of Education assessing whether Massachusetts would be part of the federal "School to Work Transition" program. In fact, our state is one of the original eight in the country to be so chosen. The federal visitors were most impressed with the maturity, intelligence, and involvement of the students, the professionalism of the faculty, the dominant school environment of leadership, risk-taking, cooperation and achievement.

Both students and faculty continue the tradition of accomplishment. In the class of 1995, 79% went directly on to four year colleges, 10.2 to two year schools. 37 students took 58 Advanced Placement exams. R.M.H.S. had two National Merit finalists and eight commended scholars. As of January 12, 1996, students have been accepted under the early decision/action plan to: Babson, Bay State, Bentley, Boston College, Bowdoin, Bucknell, Connecticut College, Marist, Pennsylvania State, Providence, Regis, and the University of New Hampshire.

Our students again achieved highest awards at the district, state and national levels at National History Day. The math team competes at Worcester Polytech, University of Lowell, and other area schools, consistently finishing among the top scorers both as a team and individually. The Vernal Pool Association is nationally recognized as an outstanding student lead environmental force. Their original book, "Wicked Big Puddles," was published by the Federal Environmental Agency. The Foreign Language Department hosted an extraordinarily successful exchange program with a group of students from Rouen, France. R.M.H.S. students have been invited to return the visit next year. R.M.H.S. also hosted a group of Spanish students over the summer. John Flibbert Daly, a 1985 graduate who currently lives and teaches in Japan, arranged a meeting between Reading students and fourteen Japanese students here at the high school in August. The Drama Club proceeded all the way to the state finals with its one act play "The Scarlet letter". They also performed for the entire student body as did the award-winning jazz band. The R.M.H.S. Marching Band, recipient of first place in the Windjammer Invitational and many major awards, was runner up in all the New England and Middle Atlantic states to perform in the Rose Bowl. The junior senior physical education program has expanded to include "Health and Wellness Focus Weeks". These discussions, lead by students, are focused on key issues such as alcohol, harassment, Aids. The "Images" course, a multi discipline, technology oriented course has expanded from one to three sections. With increased technology, the numbers and achievements of the student will become even greater. The students in Mr. Ward's technology classes worked with him to make ten donated computers into five usable ones and then to build a computer area as an adjacent classroom lab. Two students were members of the state curriculum frameworks committees - Andrea Hayes on Foreign Language and Jill Rickershauser on Language Arts.

## School Department

Our faculty continues to be recognized for their achievements. Leo Kenney and Mike Harney received a joint grant from Tufts University to pursue the interconnectedness of science and technology/graphics and its integration into the curriculum. Donna Pappalardo, Co-chair of the state curriculum frameworks for math, has also been named as a member of the Statewide Assessment Committee. Ron Howland, one of six finalists for Massachusetts Teacher of the Year, has two poems published in the Hawaiian Review. Peter Greene, Janet Burne, Peter Wood, and Rena Mirkin were chosen as a school team to attend a summer workshop at the National Gallery of Art in Washington, D.C. based on "Art as an Integral Part of an American Studies Program." An American studies course will be offered as an elective for the 95-6 school year. Rena Mirkin and Pat Schettini were given scholarships, and were the only two Massachusetts educators to attend a summer program with 72 educational leaders from throughout the United States and three foreign countries at the Harvard Institute for School Leadership. The intense two week program focused on Leadership for Change."

Reading is a member of the North Tier, School to Career Program. Tom Blaney is the Director for Reading and also the Treasurer for the group which received a combined \$50,000 grant for planning. The elimination of the General Track Grant has been renewed for a second year at \$10,000. Our membership and leadership in the high school alliance, lead by Bob Quinn and Dick Gillis, is supported by a \$20,000 grant shared by the 14 alliance schools.

The Reading 2000 Committee worked diligently to assess the high school physical plant. After a complete evaluation of the 375,000 square foot facility, the committee determined the need for a feasibility study to be conducted by an architectural firm with the knowledge to completely assess the multiple needs of the buildings. With the support of the School Committee, the School Building Committee and the Board of Selectmen, the Town Meeting voted \$40,000 to hire an architect to perform the study.

R.M.H.S. had a one month trial of longer blocks in the Spring of 1995. After student and teacher surveys and parent information nights, the long blocks were incorporated into the 1995-96 school schedule on 2 days of an 8 day rotation. During the new "Flex Block", one period every eight days, students could elect from more than 30 enrichment offerings, such as Amnesty International, Genealogy, Introductory Italian, the study of Architecture, as well as tutorials, supervised study time, make up time and extra time for class enhancement. A "Time and Learning" Committee composed of teachers, department heads, students and administrators is now meeting to evaluate the first semester during this transition year, and plan a schedule for 95-6 to best allow us to meet the needs of all our students and allow teachers to use different strategies and techniques in teaching. Parent letters and information nights, as well as student meetings, are planned to communicate all information.

### A.W. Coolidge Middle School

Coolidge Middle School has enjoyed a very exciting and successful 1995 year. Throughout 1995, we have had several major accomplishments amidst changes which have kept the school moving in the right direction. Listed below are some of the major highlights and successes of 1995.

### Organizational...Staff Development...Facility

Lou Adreani served as Interim Principal for the entire school year. In July 1995, Mr. John Doherty was appointed the new Principal of Coolidge Middle School.

The students are organized for learning into heterogeneous instructional groups with the exception of math. Each student is assigned to a team of teachers and is engaged in appropriate grade level and challenging materials and activities.

The current emphasis on staff development is technology, inclusion and meeting diverse learning needs. With the incorporation of 30 new computers with CD Rooms, and telecommunications, the staff is learning how to integrate technology into their personal and educational lives. The staff is also developing techniques necessary to include students of all abilities into the educational process. This is being accomplished through instructional programs such as "Limitless learning," which challenges all students to go beyond the normal scope of learning.

### Student Performance Indicators

Coolidge exceeded the statewide average in all areas on the recent MEAP tests by at least 150 points. In addition, the grade 7 ERB writing tests were exemplary, a credit to the emphasis placed upon writing in all disciplines, particularly English.

### Parental Involvement

Last year, Coolidge reorganized its Parent Advisory Council and officially became a PTO. As prescribed by the Educational Reform Act of 1993, a School Council has been duly chosen and is in the process of carrying out its duties and responsibilities. One of the major responsibilities of the School Council is to design and implement a school improvement plan which addresses the needs of the school. The plan involves moving forward in areas such as technology, core values and inclusion.

### Clear Goals and Expectations

"The Coolidge Ledger," a monthly newsletter published and written by teachers and parents, highlights the accomplishments and informs the community of upcoming events. Core Values have been designed for the school by a committee of faculty, parents and students which include the basic values, goals and expectations the community believes in and practices.

### A Community Which Enjoys Diversity

The staff has received extensive training in topics such as learning styles, handicap awareness, technology, interdisciplinary activities, conflict resolution, inclusion, self-esteem, computer-aided design and content areas. Students are sensitized to those with impediments. We include a number of severely handicapped youngsters in our population, and the mutual contact is a benefit to all.

Also, students are given the right to take risks and explore avenues of learning. For example, all students are involved in the geography bee, spelling bee, continental math league and Science Olympiad activities. Tryouts are held for the Science Olympiad team, Spring musical and National History Day activities.

### Involvement Beyond School Boundaries

The school maintains a position of leadership in the Northeast Middle Grade Regional Alliance. Our teachers are involved in several professional organizations. We are also affiliated with the University of Michigan, UMass Lowell, Northeastern University, Salem State College, Massachusetts Institute of Technology, and the New England Conservatory of Music for specific projects and staff initiatives. We are working partners with the Reading Public Library and the

Board of Health, as well as active participants in interactive education and professional development via Internet, MEOL, MCET and other public access telecommunication organizations.

Students participate in several out of school learning experiences such as the Boston International Festival, Prindle Pond Environmental Camp, Washington, D.C., Montreal, Canada, Museum of Science, Museum of Fine Arts, Sturbridge Village, Drumlin Farm, Boston Repertory Theater and other educational trips.

### Citations and Commendations

1995 was a year in which a Coolidge student was one of 100 finalists to qualify and participate at the National Geography State Finals. Two Coolidge students won the Merrimack Valley Regional Competition in the National History Day Contest and went on to compete at the state level. These students were also selected to participate in Washington at the National Finals. Coolidge, and Parker band students were awarded a Silver Medal at the Massachusetts Instrumental Conductor's Association Festival. The Science Olympiad Team won the State Olympiad for the third year in a row and competed nationally in Bloomington, Indiana where they finished 9th out of 56 teams. Our sixth grade placed first in Continental Math League Competition. Two of our students received Honorable Mention in the Annual Boston Globe Scholastic Art Awards.

Ms. Ellen Svenson was selected for the Bay State Global Science Educator of the Year Award sponsored by the Mass. Geographical Alliance. Laura Peterson and Joan Clifford were selected to the Latin America Internet Summer School.

### Parker Middle School

This has been a most remarkable year at Parker Middle School. Overshadowing everything has been the Town's decision to construct a new Parker Middle School. The project has generated considerable excitement among the Parker community and has also necessitated a great deal of work on the part of staff members. Working with the architects and the building committee during the design phase proved to be both interesting and demanding. The results of that work are beginning to show as construction is underway. The project, scheduled to finish in August, 1997, should result in an impressive school facility of which Reading can be proud. In particular, this new building is expected to lead the way for other Reading schools in terms of implementing state-of-the-art technology.

As the construction project unfolds, staff, students and parents are getting involved in activities devoted to commemorating the old school before demolition takes place. With such a rich history, this is proving to be a good learning experience for students. Other learning opportunities are occurring related to the construction project itself.

Some staffing changes occurred at Parker during the past year as two valued teachers decided to retire after many years of service to Reading. Included among the retirees were Alice Lovely, with over 40 years of service, and Lois Harkless. We salute each person and wish to publicly acknowledge their many contributions to our students over the years.

A major focus on the school's core values has continued into the second year of this initiative with staff and parent committees leading the way. An outgrowth of this effort is that student service to the school and community is a priority, and this has been greatly enhanced by formation of a Peer Leaders group.

Parent involvement continues to increase with the PTO Board, School Council, Core Values Committee, and many other volunteers providing great service to the school. Most initiatives are now marked by some level of staff and parent collaboration which is greatly appreciated.

Student performance continues to exceed state and national norms in all measures with many individuals receiving recognition in different fields. Particular achievements have occurred in art, music, writing and social studies during the past year.

Parker remains a busy but somewhat harried learning environment as we eagerly await the transition to the new building.

### **Barrows Elementary School**

The implementation of the 1993-94 School Improvement Plan submitted by the Barrows School Council acted as a catalyst in immersing teacher participation in workshop and committee activity. School based committees were formed, each responsible in implementing one of the four major areas of our plan. Parent concerns relative to safety in and around the school received a priority status. Numerous safety practices were enforced, as well as a high percentage of staff certification in CPR and the Heimlich Maneuver. The Values/Expectations Committee played a key role in providing activity suggestions at all levels centered around conflict resolution, respect, cooperation and responsibility. Additionally, the committee finalized a parent/student Expectations Pamphlet for distribution in the Fall of '95. The Inclusion Committee arranged for Steve Gannon, a consultant in the field of inclusion, to conduct workshops underlying the philosophy of TAT (Teacher Assistance Team). A TAT, to assist teachers and students, was formed and will become operational in the Fall of '95.

The Health Grant, made possible by the tobacco tax, enabled the elementary schools to pilot a health program, The Great Body Shop. The physical education teacher took a lead role in the coordination of materials and the responsibility for teaching some units. Staff response to the new program was overwhelmingly positive. The Chicago Everyday Math Program was in its second year of implementation. Teacher training, planning sessions and the complement of teaching materials enabled the 2nd grade teachers to fully integrate the expectations of the new program.

Our 5th grade Math Olympiad Program enabled interested, mathematically accelerated students to participate in some high-powered problem solving strategies. Additionally, two parents with strong math backgrounds conducted math sessions on a weekly basis to 3rd and 4th graders. Many opportunities were provided to engage them in creative problem solving activities.

## School Department

Our 5th graders were treated to an enriching math experience by participating in the ten week Stock Market Game sponsored by the Boston Globe. The primary purpose of the game was to provide an interesting and motivating way to learn about economics, financial markets and the stock market.

The Adopt A Student Athlete Program was a first. This pilot activity was developed by Jane Fiore from the Reading Health Department with the assistance of counselors from the RMHS and Barrows. A "big brother" approach was used. Select high school students were paired with 5th graders and met weekly throughout the year.

The Barrows School community was honored this year by the visitation of Jack Prelutsky. Barrows was one of the two schools in the country to be selected as an entry winner in the "Jack Prelutsky School Visit Competition". Eileen Litterio's entry "Barrows Poetry Pocketeers" impressed the Random House Selection Committee enough to warrant the award. This crowning award is indicative of the commitment made in celebrating poetry across all curriculum areas at Barrows.

The Barrows Media Center received a long awaited face lift. The tearing down of a partitioning wall during July '95 created much needed space in the media center.

### **Birch Meadow Elementary School**

As a school, we continue to appreciate and take great advantage of the renovations and additional classroom space that was completed in September 1994. The renovated library/media center, for example, was more than doubled in size and, as a result, we have set up three separate areas of focused study (online communication/technology, research completion, and literature/story telling) that can be and are used simultaneously. As a staff, we agreed to move to a totally "flexible schedule" format for library/media center usage this year. Teachers can sign up to bring their entire class to the library for stories, or individuals and small groups can work in the library to complete research projects or utilize the state-of-the-art computer that is stationed in the center.

In the area of technology, the P.T.O. has approved the funding for the purchase of five additional computer systems with CD-ROMs and modems as well as deskjet printers. This plan will then place a state-of-the-art computer systems in each of our third, fourth and fifth grades. It will also allow us as a school to now complete online communications using Netscape and the World Wide Web directly from each of those classrooms. Last year, as a school, we communicated directly with scientists in Antarctica as well as with several authors using our MEOL capabilities. Our current library of CD's reflects some of the most up-to-date software on the market today. In the fall of this year, Birch Meadow staff and students presented to the School Committee and the superintendent some very current uses of technology as a tool for learning. A video tape of this presentation is available to anyone who is interested in viewing it.

In terms of professional development, the staff continues to focus on process writing/literacy, technology, and Inclusion as areas of major interest and need. Tentative plans are in place (pending the release of the 20% budget hold) to bring specialists into the school for workshops for professional staff. This year, staff has used their own planning time to meet with our media specialists for one on one training on the use of online services, CD-ROM research, and various Window's applications.

Consistent with past years, I feel it is important to emphasize the enormous positive energy, support and involvement we benefit from here at Birch Meadow. Parents take time out of their busy work and home schedules to volunteer in the classrooms and media center on a weekly and some on a daily basis. This year, our PTO has set a goal of raising over forty thousand dollars to support the technology plan, enrichment programs, and many of the other family and student centered activities they sponsor each year. This summer, parents played a very important role in the interviewing process for hiring new staff. I personally found their input and counsel invaluable.

The Birch Meadow School Council also continues to make important contributions to the quality of education and school culture at the school. This year, we added an additional staff and parent representative and two community members to expand the council to ten hard working, dedicated and caring individuals. The School Improvement Plan that we develop, monitor, and assess is a wonderful reflection of the importance we all attach to getting complete and honest input about the strengths and needs of Birch Meadow.

I would also take this opportunity to invite any and all interested members of the community to visit Birch Meadow and become involved in the process of learning. At the risk of sounding our own horn I will close with a parent quote from a letter sent to Dr. Harutunian dated January 5, 1996. "If you are not already aware of it, the Birch Meadow School is a model elementary school - a truly special place."

### **Joshua Eaton Elementary School**

The year 1994-95 saw considerable change at Joshua Eaton School. Most notably, the school's \$4.5 million construction project got underway and a new principal, Jennifer Page, was appointed in mid-September to succeed Donald Farnham.

The enrollment at Joshua Eaton during the year was 453 children, grades kindergarten through five: with two kindergartens (one classroom, double-session) and four classes at each level, grades one through five, except in third grade which had three classes.

The construction project at Joshua Eaton consisted of building a new wing and doing extensive renovation to the existing building. The new wing, completed in February, '95, included a new library/media center, two kindergarten classrooms, a computer lab, three regular classrooms, and new bathrooms. In mid-February, an army of parents, children, and teachers participated in moving classrooms and offices.

The second phase of construction, which lasted through the summer, included a major renovation of the auditorium which was transformed into a new cafeteria, relocation of several offices into newly renovated quarters and partial renovation of classrooms. Throughout the second half of the school year, construction work within the building co-existed with the on-going business of education. Teachers found ways to include the construction project in their curriculum and gamely tolerated the noise and dust.

In addition to their regular teaching duties, staff continued to explore strategies for effective inclusion of special needs children in regular classrooms. Approximately 80 children received some services through special education at the school.

Through staff development sessions, teachers also began to learn about using more sophisticated technology in teaching. A Parent-Teacher Advisory Committee on technology

developed a plan for bringing more technology into the school. The P.T.O. supported these efforts with a major fund-raising drive. By June, '95, the P.T.O. had acquired twelve new computers, two printers and other equipment for the new computer lab.

The P.T.O. was also active in bringing enrichment activities to the school and in supporting an array field trips. The Reading Incentive Program, organized by the P.T.O., encouraged regular reading by children at home. The Joshua Eaton Extension Program (JEEP), in its second year, provided an extensive program of after-school activities for children in the building.

### **J. W. Killam Elementary School**

The J. W. Killam School had a busy and productive 1994-95 school year. The goals established by the School Council served to focus our efforts.

During July of 1994, a committee of ten staff members met for two days and developed a plan for aligning literacy instructional practices at Killam. The group chose to narrow the focus to writing during the 1994-95 school year and a series of three workshops with consultant, Dr. Margaret Voss, were conducted with the faculty.

Dr. Voss presented theory, modeled the writing process through demonstration lessons and provided opportunities for discussion and feedback. The work with Dr. Voss was a spring-board for a faculty sharing session on how to address writing skills through mini lessons.

A pilot program lead by faculty members, Karen Rickershauser and Nancy Picardi, was conducted with a group of fifth graders. The Odyssey of the Mind program model was used to involve these students in a creative problem solving experience. The group participated in the OM regional competition and performed well.

Dr. Ann Murray conducted twelve hours of training for twenty-three faculty members on the topics of multiple intelligences, left-right brain functioning and learning styles. Dr. Murray's training conducted in the Spring of 1995 set the stage for faculty to apply the theory and planning tools she presented to lesson planning to meet the needs of students.

In addition, it was recommended that study and support groups within the faculty be formed on a voluntary basis to support one another in the application of Dr. Murray's work.

Second grade teachers Kathy Maglio, Wendy Small, Karen Macari and Pam Chomsky-Higgins wrote a proposal to research and develop a program that focused on more consistent application of spelling in student writing. Their proposal was funded by The Whole Language Teachers' Association and enabled them to purchase multiple copies of spelling resource and research materials, and to meet regularly to share new information and develop a spelling program format to be utilized during the 1995-96 school year.

Two members of the Killam staff, Principal Paul Guerrette and Pam Chomsky-Higgins, also assumed statewide responsibilities in the role of Vice President for The Massachusetts Elementary School Principals' Association and The Whole Language Teachers' Association, respectively.

Killam faculty continued to play a leadership role in townwide curriculum development with two of its faculty, Karen Rickershauser and Rosemary Palmer, serving as chairpersons for various committees.

## School Department

A Safety Committee made up of two parents, two faculty representatives, the school nurse and the principal met and implemented plans to improve the traffic flow in front of the school. Traffic cones and signs were purchased and are positioned in the driveway each morning by the custodian. This has resulted in a much smoother traffic flow.

An active Technology Committee of parents and faculty met regularly throughout the 1994-95 school year. Their work has resulted in parent led staff training for thirty-five members of the faculty and staff in the use of Microsoft Word. These voluntary training sessions were held before school and in the evenings, and was testimony to the commitment and dedication of the faculty and parent trainers.

The committee had a subcommittee that spearheaded a campaign to acquire equipment through the Bank of Boston promotion. To date, three Macintosh computers with CD-ROMS have been acquired for the school.

In addition, parents and local businesses were solicited for donations of usable used equipment.

A proposal and plan to wire the fourth and fifth grade classrooms for voice and data was developed and has been carried out this past school year.

The committee supported a day long technology inservice day planned by faculty representatives from the committee which served to acquaint all faculty and staff with how technology can be used in the instructional program.

The Killam PTO continued to support many ongoing school activities. The KOALA After School Program continues to be a tremendous success under the leadership of Betsy Coldewey and Lynn Dunn.

The Enrichment Committee led by Nancy Benjamin brought several educational programs to the school to supplement the curriculum.

Finally, \$15,000.00 was allocated for the purchase of computers.

### Retirements

Kathryn Duryea, Joshua Eaton School, Guidance/Psychologist

Lois Harkless, Walter S. Parker Middle School, Art

Alice A. Lovely, Walter S. Parker Middle School, Consumer Science

Robert J. Munnelly, Superintendent of Schools

Genevieve Norcott, Joshua Eaton School, Grade 1

Ronald Wood, Birch Meadow School, Assistant Principal, Grade 5

### Resignations, Reductions

Mary Ann Beairsto, Arthur W. Coolidge Middle School, Special Education

Joy Hafer, Reading Memorial High School, Physical Education

Tirrell Elliott-Hart, Reading Memorial High School, English

Patricia Herrington, Birch Meadow School, Speech/Language

Martha Krauch, J. Warren Killam School, Grade 4

Elizabeth Lucas, Reading Memorial High School, Mathematics & Science

Constance Cherrington Plaisted, Arthur W. Coolidge Middle School, Science

Guy LoConte, Reading Memorial High School, Guidance

Amy Mannikko, Arthur W. Coolidge Middle School, Science  
Nancy Patriacca, Reading Memorial High School, Speech/Language  
Susan Perkins, J. Warren Killam School, Kindergarten  
Maria Rotondi, Joshua Eaton School, Resource Room  
Josephine Testaverde, Interim Director of Pupil Personnel Services  
Ellen Weinrich, Reading Memorial High School, Reading  
Catherine Woods, Pupil Personnel Services, Integration Facilitator

**Appointments**

Mary Ann Bearisto, Arthur W. Coolidge Middle School, Special Education  
Tracy Bellemare, Reading Memorial High School, Guidance  
Doreen Bentubo, Birch Meadow School, Grade 3  
Thomas Bogen, Arthur W. Coolidge Middle School, Science  
Tracy Carter, Birch Meadow School, Resource Room  
Sheila Clapp, Reading Memorial High School, Mathematics  
Karen Cooper, Alice M. Barrows School, SEEM Next Step  
Jennifer Della-Pietra, Alice M. Barrows School, Grade 1  
Catherine Doherty, J. Warren Killam School, Grade 1  
John F. Doherty, Arthur W. Coolidge Middle School, Principal  
Marsha Durbano, Alice M. Barrows School, Kindergarten  
Michael Ganshirt, Reading Memorial High School, Science  
Kimberly Tracy Glendon, Joshua Eaton School, Grade 2  
Stacy Grayton, J. Warren Killam School, Grade 1  
Catherine Gruetzke, Joshua Eaton and J. Warren Killam Schools, .5 Art  
Stacey Hartwell, J. Warren Killam School, Grade 1  
Harry K. Harutunian, Superintendent of Schools  
Craig Kunker, Joshua Eaton and J. Warren Killam Schools, .5 Physical Education  
William Lewis, Joshua Eaton School, Grade 5  
Mary Ann Lynn, Reading Memorial High School, Science  
Margaret Marcus, Joshua Eaton School, Resource Room  
Eric Nelson, Alice M. Barrows and Joshua Eaton Schools, .5 Music  
Elizabeth Nielson, Arthur W. Coolidge Middle School, Science  
Rhea Orion, Walter S. Parker and Arthur W. Coolidge Middle Schools,  
Tiffany Poor, Birch Meadow School, Grade 5  
Anita Petrocelli, J. Warren Killam School, Grade 1  
Carla Ricci-Piper, Joshua Eaton School, Guidance/Psychologist  
Amy Ropple, Walter S. Parker Middle School, Art  
Wendy Sirk, Reading Memorial High School, English  
Amy Swenbeck-Fedele, Reading Memorial High School, Special Education  
Josephine Testaverde, Interim Director of Pupil Personnel Services  
Julie Valiton, Joshua Eaton School, Grade 1

**Leaves Of Absence**

Sherrill Cook, Reading Memorial High School, Science/Physics  
Robyn Ferrazzani, Joshua Eaton School, Grade 4  
Lauren Flaherty, Alice M. Barrows School, Grade 2  
Claire Friedman, Pupil Personnel Services, Occupational Therapist  
Carol Galvin, Reading Memorial High School, Science  
Catherine Giles, Alice M. Barrows School, Kindergarten  
Pamela Girouard, J. Warren Killam School, Speech/Language  
Dawn Greenwood, J. Warren Killam School, Grade 1  
Kathleen Gregory, Alice M. Barrows School, SEEM  
Patricia Herrington, Birch Meadow School, Speech/Language  
Mary Johnston, Joshua Eaton School, Grade 4  
Martha Krauch, J. Warren Killam School, Grade 4  
Barbara McLean, Joshua Eaton School, Library/Media  
Amy Mannikko, Arthur W. Coolidge Middle School, Science  
Martha Moore, Reading Memorial High School, Science  
Deborah O'Leary, Birch Meadow School, Kindergarten  
Nancy Picardi, J. Warren Killam School, Grade 5  
Deborah Reinemann, Arthur W. Coolidge Middle School, Science  
Ann Marie Toscano, Birch Meadow School ,Grade 1  
Catherine Woods, Pupil Personnel Services, Integration Facilitator

**School Entrance Requirements**

To be eligible for admission to the Reading Public Schools, a child must have reached the age of four years and eight months on or before August 31 of the entering year. Under no circumstances will children younger than four years, 8 months be admitted.

Under the Laws of the Commonwealth, each child shall attend school beginning in September of the calendar year in which he or she attains the age of six.

Children entering a public school for the first time will be assigned either to a kindergarten or first grade by the building principal after a thorough consideration of preschool registration information. Registration is normally held in the early spring of each year.

Upon entering school, each child is required to present a birth certificate. Certification of vaccination is no longer required.

**"No School" Signals**

"No School" will be announced over radio stations WBZ, WRKO, WEZE, WHDU, WBUR, on television stations 4, 5, 7 and Channel 3 on Cable TV between 6:30 a.m. and 7:30 a.m.

It is the policy in Reading to have school on all scheduled days and for parents to decide when conditions are such that it would be unwise for their child to attend. However, when travel cannot be opened, or other extraordinary conditions exist, school may be canceled for all schools or for the elementary grades only. This decision will be made by the Superintendent of Schools.

**Enrollment**

The enrollment of the Reading Public Schools as of October 1, 1995 was 3,957. In addition, there were thirty-two students from Reading enrolled in Grades 6 through 12 at Austin Preparatory School and fourteen students enrolled in Grades 9 through 12 at the Northeast Metropolitan Regional Vocational School making the total school population in Reading as of October 1, 1995, 4,003.

**Pupil Personnel**

The Department of Pupil Personnel is responsible for the provision of special education, guidance and school health services. Our purpose is to assist each of our schools in developing and maintaining programs which effectively meet the needs of Reading students.

Children with a wide array of special needs are eligible for services within the perimeters of Massachusetts General Law, Chapter 766, from their third through their twenty-second birthday.

Currently, there are approximately six hundred and thirty students receiving special education programming. Individual educational plans are developed which identify students needs and outline strategies so as to ensure their effective progress. Computer software has been purchased and distributed to assist teachers with this process. The variety of educational services offered range from classroom accommodations and support to full time programs. Reading educators continue to be committed to inclusionary education so as to offer maximum opportunity in the mainstream setting.

The Reading Public Schools participate in both the SEEM Collaborative and the North Shore Consortium. This offers our school community training and consultation, along with access to programs for students whose needs may warrant a highly specialized program.

Health and guidance professionals touch all of the Reading Public School students. Services and initiatives are designed to support students throughout their educational experience.

Pupil Personnel looks forward to the appointment of a new Director, who will provide us with leadership and direction in facing the ever evolving challenges of education.

**ENROLLMENT STATISTICS****Eight-year Summary of Public School Enrollment**

GRADE	1988	1989	1990	1991	1992	1993	1994	1995
K	257	274	303	291	309	314	292	323
1	295	277	294	336	333	350	336	321
2	283	281	278	299	328	334	352	347
3	283	294	278	285	299	334	339	352
4	273	286	290	280	293	304	335	340
5	263	273	287	285	285	291	312	335
6	285	265	274	281	273	282	286	307
7	253	287	267	276	285	266	285	281
8	267	248	285	263	256	288	268	290
9	248	266	231	277	252	244	277	262
10	234	255	268	230	261	253	244	274
11	293	226	248	259	210	256	237	236
12	321	279	227	236	261	198	247	241
SPED	48	44	47	42	49	43	33	48
TOTAL	3,603	3,555	3,577	3,640	3,694	3,757	3,843	3,957

12/27/95

### **Summer School Program**

The 1995 Summer School Program featured courses in four program areas with a total enrollment of 448 students. The biggest increase was in the Skills Maintenance Program which had a total of 120 students. The Enrichment program continued to remain strong with 264 students dispersed throughout 19 sections. Developmental Reading and Language Arts, a special needs language arts course, had a total enrollment of 8 students over 2 sections. Four High School Review Courses had sufficient enrollment with a total of 56 students.

In the Enrichment strand, the program's largest strand, 19 sections were offered in courses such as science, art, creative writing, television production and gymnastics. Science, technology and art courses continued to be the most popular with 10 sections filled to capacity.

Future goals for the 1995 Summer School Program include increasing enrollment in all programs, particularly at the K-3, High School enrichment and Skills Maintenance levels. To accomplish this major goal, courses may have to be offered throughout the summer, instead of just the month of July. More sections of the more popular courses will also have to be offered.

### **Reading School Committee**

Dr. Robert Munnelly retired in April after decades of service to the Reading School System. After learning of his announcement in January, the School Committee quickly appointed a screening committee citizens and educators. Nancy Drexler, Joan Coco, Bill Cowles, Dennis LaCroix, Keith Manville, Joan McKinnon, Stan Nissen and Nancy Stager, with the help of a hiring consultant, pared down a list of over 50 applicants and submitted 6 finalists to the School Committee in May. In June, the Committee voted to appoint Dr. Harry Harutunian as the new Superintendent.

The makeup of the School Committee also changed with the addition of a new member, Robert Spadafora, Jr. in March.

Assistant Superintendent, Dennis Richards, with the help of Dr. Patsy Baugh, served admirably as Interim Superintendent during the transition. He guided the system through a difficult redistricting of the middle school population, appointed John Doherty as the new principal at the Coolidge Middle School, identified the need for additional funds when a \$250,000 deficit loomed at the end of the fiscal year, and helped to assure a successful Special Town Meeting vote for those funds.

A new union bargaining strategy, based on a more collaborative process, resulted in long term contracts being signed with the Teachers' Union and most of the other school unions.

Although not a comprehensive list, other notable events included groundbreaking for the new Parker Middle School, ribbon-cutting for a finished Joshua Eaton School renovation, a nationally-ranked Coolidge Middle School Science Olympiad Team, a Super Bowl trophy for the undefeated Reading High Football team, congratulations for the Tournament of Roses semi-finalist Reading Marching Band, publishing for the winning Random House poets of the Barrows School, ovations for the High School Drama State finalists, and a Sports Illustrated article on English teacher and track coach, Hal Croft.

These accomplishments, and so much more, are made possible by the financial support of the taxpayers of Reading and the countless hours of citizen volunteers. Thanks to all who give of themselves to help our children learn.

## FY 96 Personnel by Position

## Reading Public Schools

1995-1996

1.3.96

FTE District Funded Personnel by Position

<b>DISTRICT TOTAL</b>	<b>400.1</b>
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Superintendent	1
Associate Superintendent	1
Principals	7
Assistant Principals	3.6
PPS Director	1
Athletic Director	0.7
Director of Maintenance	1
<b>Administration</b>	<b>Total</b>
	<b>15.3</b>

RMHS	61.7
Coolidge	22.3
Parker	21.3
Barrows	15
Birch Meadow	24
Joshua Eaton	21
Killam	24
<b>Classroom Teachers</b>	<b>Total</b>
	<b>189.3</b>

Learning Disabled	2
Integration Specialist	1
Pre-voc (SEEM)	2
Pre-School	2
Resource Room	13
Speech / Language	5.6
Occupational Therapy	1.6
Supervising Psychologist	1
<b>Special Education</b>	<b>Total</b>
	<b>28.2</b>

RMHS	2
Middle Schools	2
Elementary	2.5
<b>Art</b>	<b>Total</b>
	<b>6.5</b>

RMHS	1
Middle Schools	2
Elementary	2.5
Instrumental Middle Schools	1
<b>Music</b>	<b>Total</b>
	<b>6.5</b>

RMHS	4.3
Parker	2
Coolidge	2
Elementary	4.5
<b>Physical Education/Health</b>	<b>Total</b>
	<b>12.8</b>

RMHS	5
Parker	1.35
Coolidge	1.35
Elementary	4
<b>Guidance/Psychologist</b>	<b>Total</b>
	<b>11.7</b>

FY 96 Personnel by Position

RMHS	1
Middle Schools	2
Elementary	4
<b>Librarian / Media Specialist</b>	<b>Total</b> 7
<b>RMHS A-V Specialist</b>	<b>1</b>
RMHS	0.5
Middle School	2
Elementary	4
<b>Reading</b>	<b>Total</b> 6.5
Administrative	3.5
Pupil Personnel	2
High School	3
Guidance	1
Proj. Achieve/ Asst Principal	1
Middle Schools	2
Elementary	4
Health	0.5
Athletics	0.5
Maintenance	0.6
<b>Secretaries &amp; Clerks</b>	<b>Total</b> 18.1
Nurses	4
Physician	0.1
<b>Health Services</b>	<b>Total</b> 4.1
RMHS	1
Middle Schools	2.8
Elementary	3.3
<b>SP. ED. &amp; ESL Tutors</b>	<b>Total</b> 7.1
RMHS	4.6
Middle Schools	2.8
Elementary	14.1
<b>Regular Ed. Assistants</b>	<b>Total</b> 21.5
RMHS	5.8
Middle Schools	10.6
Elementary	22.3
<b>Special Education Assistants</b>	<b>Total</b> 38.7
Maintenance	4.75
RMHS	9
CMS	2
RMS	2
Elementary	8
<b>Custodians / Maintenance</b>	<b>Total</b> 25.75
<b>DISTRICT TOTAL</b> 400.1	

# Annual Report 1995



**Northeast Metropolitan  
Regional Vocational  
High School District**

*Serving*  
*Chelsea*  
*Malden*  
*Melrose*  
*North Reading*  
*Reading*  
*Revere*  
*Saugus*  
*Stoneham*  
*Wakefield*  
*Winchester*  
*Winthrop*  
*Woburn*

# NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL DISTRICT

## DISTRICT SCHOOL COMMITTEE

### SCHOOL COMMITTEE CHAIRMAN

Paul L. Sweeney - North Reading

### VICE CHAIRMAN

James G. Wallace - Winthrop

### SECRETARY

Michael T. Wall - Chelsea

### TREASURER

John B. Pacino - Reading

### ASSISTANT TREASURER

William Mahoney - Melrose

### COMMITTEE MEMBERS

Vincent J. Carisella - Wakefield

Anthony E. DeTeso - Stoneham

Maura A. Looney - Winchester

John W. Parcellin - Malden

Peter A. Rossetti, Jr. - Saugus

Thomas A. Shaughnessy - Woburn

Patsy W. Tata - Revere

## SCHOOL ADMINISTRATION

### SUPERINTENDENT-DIRECTOR

Thomas F. Markham, Jr.

### DEPUTY DIRECTOR/PRINCIPAL

James A. Pelley, Jr.

### VICE PRINCIPAL - VOCATIONAL

D. Michael Tamagna

### VICE PRINCIPAL - ACADEMIC

Patricia K. Cronin

## DIRECTOR PUPIL PERSONNEL SERVICES

### BUSINESS MANAGER

Ernest Zucco

## NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL

### Outstanding Student Award

Ho Yin Au of Malden, a senior in the Accounting/Computer Program, was chosen Northeast's nominee at the State Awards Dinner for Outstanding Vocational Technical Students. The event is co-sponsored by the Massachusetts Association of Vocational Administrators and the Massachusetts Vocational Association.

### Nascove Award

Ho Yin Au of Malden, an Accounting/Computer Technology student, had the distinguished honor of being chosen the Nation's Outstanding Secondary Student in Vocational Education by the National Association of State Council on Vocational Education. Ho Yin Au received the award at the NASCOVE Annual Meeting in Washington, D.C. on June 1, 1995.

### Honor Society

The Northeast Chapter of the National Vocational Technical Honor Society held its annual induction ceremony in March. At the ceremony, 45 students were inducted. These students joined the previously inducted members to bring the Vocational Technical Honor Society Chapter to 80 members for the 1994-1995 school year.

### Vica State Awards

Corey Laird of Saugus, in the Accounting/Computer Technology Program and Billie Jo Watt of Chelsea in the Dental Assisting Program, received Gold Medals at the State VICA (Vocational Industrial Clubs of America) Competition. The VICA students represented Northeast well, bringing home 2 Gold, 8 Silver and 1 Bronze Medals. Ho Yin Au of Malden, a senior in the Accounting/Computer Program, was honored by being awarded the American VICA Degree Award.

### Servicestar All-American Student Awards Program

Ho Yin Au of Malden, an Accounting/Computer Technology student, was chosen to represent Northeast in the Servicestar Tools for Tomorrow All-American Vocational Student Awards Program at the State Competition.

Ho Yin Au was then chosen a state winner for the second year in a row, and received a \$500 U.S. Savings Bond. He was then chosen a National Winner and was presented with a \$1,000 U.S. Savings Bond at an Awards Ceremony held in Washington, D.C.

### Student Advisory Rep To The School Committee

Michael Grace, a senior from Malden, was re-elected for a second term as the Student Representative to the School Committee for the 1994-1995 school year.

### Russian Student Exchange Program

In March of 1995, the third phase of the Northeast/Russian Exchange Program, continued with the arrival of 5 Russian students and 3 adults (two teachers and one principal) from St. Petersburg. The Northeast family (faculty and students) hosted these guests for the two-week period they were in the United States, and brought them to school each day for a variety of programs which included speaking to the students in several classes and sharing the different and similar experiences of high school. They were also taken on several sightseeing tours of the Greater Boston Area and were saddened that their visit did not last longer.

### Scholarship Committee

The Northeast Scholarship Committee awarded individual scholarships to sixty deserving students at the 1995 graduation exercises. The total of \$84,000 was given in scholarships. The average award was \$1,300 with 72% of the scholarship aid going to students furthering their education at a four year school.

Northeast students beginning work in their vocational field or entering trade apprenticeship programs garnered 28% of the scholarship assistance to enable them to purchase costly tools and equipment as well as entry level expenses toward trade education programs.

### Peer Mediation Leaders

In September, Northeast started its third year of the Peer Mediation Program. This conflict resolution program was modeled after many successful programs in the state. Twenty students and staff members were trained in such skills as listening, negotiation, problem solving, decision making and diversity recognition. The peer mediators are encouraged to hear both sides of a story, not decide who is right or wrong, and persuade peers that it is "cool" to walk away from confrontation.

### Non-Traditional Support Group

This year, a non-traditional support group has begun to serve as a "comfort zone" for those students who have chosen careers that are considered non-traditional for their gender, race, etc. (i.e., women in the building trades, men in the health care industry, etc.). The group now numbers sixteen members and meets monthly for a variety of activities.

### Summer Programs

The summer of 1995 was a busy time at Northeast with a full scale academic and vocational summer school in operation. Over 221 students in Grades 9 through 12 participated.

The popular Computer Camp, with over 212 students, took on a whole new look in 1995. It was the sixth year for this ever expanding program. It is the objective of the counselors to teach campers skills that they can use during their regular school year. The new programs will help strengthen reading and math skills and there is a segment of the curriculum that provides for the improvement of social skills. The computer equipment has also been updated and will now include programs geared specifically to the primary grade levels of 1, 2 and 3 as well as continue servicing our Grades 4 through 8 population.

The Computer Camp schedule consisted of a three hour rotating schedule of computer lab, swimming and sports and games.

### Adult Education

Adult Education continued at an all-time high, with over 1,500 students enrolled this year. Our goal is to provide as many educational services as possible to the 350,000 residents of the Northeast Metropolitan Regional Vocational School District. In pursuing this goal, the Adult Education staff maximizes utilization of the Northeast facilities, offering an extensive selection of stimulating and practical programs Monday through Saturday during the school year, and Monday through Friday during the summer months.

Northeast offers a State Approved Auto Damage Appraisal Program, as well as a Masters Program in electrical, plumbing and gasfitting. As the number one apprentice training center in New England, we annually guide hundreds of young men and women as they prepare for their journeyman or master license in their trade. For the many senior citizens enrolled, we offer a wide variety of programs designed to satisfy their interest in crafts, hobbies, physical fitness, etc.

A new dimension for the 1994-1995 Adult Education agenda is the focus on the health care and related fields which project high employment possibilities. Courses such as Anatomy and Physiology, Algebra (pre-nursing), Chemistry (pre-nursing) and Certified Nurse Aide, as well as Medical Terminology and Medical Transcription and Human Biology (Anatomy) all mirror this trend.

### 1995 Graduates

The 1994-1995 school year represents the 25th class to matriculate at Northeast Metropolitan Regional Vocational School. Northeast graduated 223 students in the class of 1995. Breakdown of graduates status after graduation is as follows:

Entering Military Service	7
Employed in related field	66
Employed - not in related field	28
Pursuing additional education	84*
Unemployed - seeking employment	29

\*It should be noted that 38% of the graduating class went on to further their education.

185 members of the graduating class either entered military service, are employed or seeking further education -- that figure represents 84% of the class of 1995.

### Special Needs Enrollment

Special Needs enrollment for the 1994-1995 school year continued to represent a fair share of the total school enrollment with 222 students. The 222 Special Needs students represent 20% of the school population.

### Athletic Records

The Northeast Knights Hockey Team, for the 12th straight year, captured the League Championship with a record of 16 and 5, and also participated in the State Tournament. The Knights Football Team finished second in the league with a record of 7 and 3, and the Boys' Basketball Team participated in the State Tournament with a 10 and 9 record.

### District School Committee Elections

At the Annual Reorganizational Meeting of the District School Committee on April 14, 1995, the following members were re-elected officers of the District School Committee:

Paul L. Sweeney of North Reading, Chairman  
James G. Wallace of Winthrop, Vice Chairman  
Michael T. Wall of Chelsea, Secretary  
John B. Pacino of Reading, Treasurer  
William C. Mahoney of Melrose, Assistant Treasurer

### Conclusion

As Northeast celebrates its twenty-fifth year of Vocational/Technical Excellence to its twelve member communities, its aim is to continue to offer the very latest in vocational/technical and academic education by maintaining a high level of performance. The school curriculum continues to offer students the finest education with which to build a successful career, no matter which career path they have chosen.

Evidence of our past success is reflected in the students that have graduated from Northeast Metro Tech. They continue to return to the school for further education through the adult education and night courses with a great percentage going on to higher education. Testimonials as to the success of our graduates continue to be received, which makes us proud to have contributed in some small way to these individual success stories.

In conclusion, it has been a pleasure to have represented Reading as a member of the Northeast Metropolitan Regional Vocational District School Committee not only to serve as the guardian of funds allocated from the community in this educational institution, but to assist in and provide counsel to the school in maintaining the highest standards of educational excellence possible.

Respectfully submitted,

John B. Pacino, Treasurer  
Northeast School Committee  
Reading's Representative

**NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL**

**ENROLLMENT HISTORY**

<u>CITY/TOWN DISTRICT</u>	<u>S.Y. 85-86</u>	<u>S.Y. 86-87</u>	<u>S.Y. 87-88</u>	<u>S.Y. 88-89</u>	<u>S.Y. 89-90</u>	<u>S.Y. 90-91</u>	<u>S.Y. 91-92</u>	<u>S.Y. 92-93</u>	<u>S.Y. 93-94</u>	<u>S.Y. 94-95</u>	<u>S.Y. 95-96</u>
Chelsea	124	140	148	198	234	204	236	251	256	313	296
Malden	238	256	272	251	248	252	270	237	269	252	226.5
Melrose	92	77	69	64	52	44	34	35	41	35	29
North Reading	43	39	47	47	53	54	38	31	23	13	15
Reading	84	69	53	43	30	29	22	22	23	15	14
Revere	195	201	213	213	215	186	186	167	184	186	211
Saugus	174	174	187	190	196	181	150	125	123	136	154
Stoneham	94	89	71	66	54	43	48	47	40	36	37
Wakefield	119	108	108	80	83	67	53	40	30	37	33.5
Winchester	28	16	15	14	12	11	8	4	3	4	2
Winthrop	39	32	23	24	26	25	22	35	35	37	32
Woburn	144	128	123	98	93	71	56	61	69	56	46
TOTALS	1374	1329	1329	1288	1296	1167	1123	1055	1096	1120	1096
NON DISTRICT (Tuition)											
GRAND TOTAL						1168	1138	1066	1109	1127	1122
SPECIAL NEEDS ENROLLMENT	308	317	347	357	299	286	236	235	218	222	242
% SPECIAL NEED ENROLLMENT	22%	24%	26%	28%	23%	24%	21%	22%	20%	20%	22%

**NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL DISTRICT  
BALANCE SHEET**

<u>ASSETS</u>		
General		
Due from Municipalities	52,534.00	
Due from Capital Project	158,199.00	
	<u>745,00.00</u>	
<u>LIABILITIES</u>		
Bond Payable		
Accrued sick & vacation		
	<u>87,209.00</u>	
<u>GRANTS</u>		
Sped 94-142	871.00	
Block Grant	78.00	
Eisenhower	1,895.00	
Palms	500.00	
Perkins	127,583.00	
Health Ed	28,960.00	
Drug Free	3,289.00	
Sprig	3,369.00	
Other	<u>58,904.00</u>	
	<u>225,449.00</u>	
<u>REVOLVING FUNDS</u>		
Cafeteria	21,316.00	
Athletics	1,166.00	
Others	<u>31,221.00</u>	
	<u>745,00.00</u>	
Long -term debt		
<u>REVOLVING FUNDS</u>		
Adult Ed.	14,157.00	
Building Usage	31,143.10	
Other	<u>40,610.00</u>	
	<u>85,910.00</u>	
Tuition-In	62,788.00	
Res. Non-Res. Const.	459.00	
Assessment Revenue	52,534.00	
Insur. Trust Fund	113,381.00	
Res. for Encumb.	72,757.00	
Res. for Bloodborne	5,500.00	
Res. for Petty Cash	<u>607.00</u>	
Undesignated		
	<u>308,026.00</u>	
	<u>583.00</u>	
	<u><u>1,452,177.00</u></u>	
<u>TOTAL</u>		

NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL  
COMPARISON OF ASSESSMENTS

	BUDGET FY1994	BUDGET FY1995	VARIANCE \$	VARIANCE %
GROSS BUDGET	\$9,226,734	\$9,226,234	(\$500)	0.0%
LESS REVENUES				
Regional Aid (1)	\$898,298	\$0	(\$898,298)	-100.0%
Transportation	\$399,620	\$367,400	(\$32,220)	-8.1%
Sch. Aid CH. 70	\$1,927,573	\$3,621,109	\$1,693,536	87.9%
Vocational	\$10,000	\$0	(\$10,000)	-100.0%
SCH. CHOICE		(\$152,681)	(\$152,681)	
Earned Interest	\$20,000	\$0	(\$20,000)	-100.0%
Surplus	\$125,000	\$0	(\$125,000)	-100.0%
Tuition In	\$75,000	\$75,000	\$0	0.0%
Unspecified	\$10,000	\$0	(\$10,000)	100.0%
TOTAL REVENUES	\$3,465,491	\$3,910,828	\$445,337	12.9%
1-all aid included in chapter 70 aid				
NET ASSESSMENTS	\$5,761,243	\$5,315,406	(\$445,837)	-7.7%
 CHELSEA	\$1,370,684	\$518,435	(\$852,249)	-62.2%
MALDEN	\$1,294,232	\$1,568,293	274,061	21.2%
MELROSE	\$191,131	\$238,280	47,149	24.7%
NO. READING	\$169,288	\$91,850	(77,438)	-45.7%
READING	\$120,140	\$127,071	6,931	5.8%
REVERE	\$911,969	\$1,046,368	134,399	14.7%
SAUGUS	\$682,612	\$659,775	(22,837)	-3.3%
STONEHAM	\$256,662	\$194,422	(62,240)	-24.2%
WAKEFIELD	\$218,436	\$131,688	(86,748)	-39.7%
WINCHESTER	\$21,844	\$13,150	(8,694)	-39.8%
WINTHROP	\$191,131	\$185,856	(5,275)	-2.8%
WOBURN	\$333,115	\$540,218	207,103	62.2%
TOTAL	\$5,761,243	\$5,315,406	(\$445,837)	-7.7%

	PUPILS FY1994	PUPILS FY1995	VARIANCE	PERCENT OF CONTRIBUTION
CHELSEA	251	256	5	23.35766%
MALDEN	237	269	32	24.54380%
MELROSE	35	41	6	3.74088%
NO. READING	31	23	-8	2.09854%
READING	22	23	1	2.09854%
REVERE	167	184	17	16.78832%
SAUGUS	125	123	-2	11.22263%
STONEHAM	47	40	-7	3.64964%
WAKEFIELD	40	30	-10	2.73723%
WINCHESTER	4	3	-1	0.27372%
WINTHROP	35	35	0	3.19343%
WOBURN	61	69	8	6.29562%
TOTAL	1055	1096	41	100.00000%

**APPOINTED AND ELECTED TOWN BOARDS, COMMITTEES & COMMISSIONS**  
**(Effective December 6, 1995)**

<u>Title</u>	<u># Positions</u>	<u>Term</u>	<u>Orig. Date</u>	<u>Term Exp*</u>	<u>Appt'g. Auth.</u>
<b>*Arts Council (6 years max.)</b>	<b>(12)</b>	<b>3 yrs.</b>			<b>BOS</b>
Karen A. Samatis, Chairman	74 Prescott Street		(93)	1997	
Debra Darcy	94 Oak Street		(95)	1998	
Roberta Ann McRae	35 Mark Avenue		(95)	1998	
Jeanne M. Freeman, Secretary	16 Grant Street		(93)	1996	
Elizabeth Geraghty	78 Summer Ave.		(95)	1998	
Jane M. McKenzie	34 Puritan Road		(90)	1996	
Ronald Morse	91 John Street		(93)	1996	
Priscilla M. Richardson	16 Mineral Street		(95)	1998	
Vacancy			( )	1996	
Chris C. Twichell	4 Thorndike Street		(94)	1997	
Donna M. Callahan	55 Red Gate Lane		(94)	1997	
Vacancy			( )	1997	

<b>Audit Committee</b>	<b>(5)</b>	<b>3 yrs.</b>		
Stephen J. Blewitt	45 Catherine Ave.		(95)	1998 <b>B.V.of O</b>
Matthew Cummings	1243 Main Street		(95)	1996 <b>Sch.Co.</b>
Camille Anthony	26 Orchard Park Drive		(94)	1997 <b>BOS</b>
Robert E. Hoffman	17 Forest Glen Road		(93)	1995 <b>Mod.</b>
Carol Grimm	12 Estate Lane		(95)	1996 <b>FFChr.</b>

<b>Board of Appeals</b>	<b>(3+3 Associates)</b>	<b>3 yrs.</b>		<b>BOS</b>
John A. Coote, Chairman	332 Summer Avenue		(89)	1997
Stephen G. Tucker, V. Chairman	41 Mt. Vernon Street		(81)	1996
Ardith A. Wieworka	31 Avon Street		(85)	1998
Susan Gaskell (Associate)	24 Davis Lane		(94)	1997
John A. Jarema, (Associate)	797 Main Street		(78)	1998
Christopher R. Vaccaro (Associate)	57 Woburn Street		(94)	1996

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<u>Title</u>	<u># Positions</u>	<u>Term</u>	<u>Orig. Date</u>	<u>Term Exp*</u>	<u>Appt'g. Auth.</u>
<b>Board of Assessors</b>	(3)	3 yrs.			Elected
Robert I. Nordstrand, Chairman	384 Franklin Street		(69)	Mar.'96	
Mary S. Ziegler, Secretary	37 Redgate Lane		(92)	Mar.'98	
David R. Nugent	16 Nugent Lane		(88)	Mar.'97	
<b>Board of Cemetery Trustees</b>	(6)	3 yrs.			BOS
John M. Silvaggi, Chairman	74 Whittier Road		(81)	1996	
Joyce K. Miller, V. Chairman	26 Avon Street		(81)	1996	
Daniel F. Driscoll, Jr., Secretary	14 Vista Avenue		(86)	1998	
Randolph R. Harrison	25 Indiana Ave.		(95)	1998	
James J. Sullivan, Jr.	112 Mineral Street		(83)	1997	
Mary R. Vincent	17 Indiana Avenue		(94)	1997	
<b>Board of Health</b>	(3)	3 yrs.			BOS
Cathy P. Baranofsky, Chairman	401 West Street		(91)	1997	
James J. Nugent, Jr., V. Chairman	11 Nugent Lane		(83)	1998	
William C. Murphy	12 Cumberland Road		(92)	1996	
<b>Board of Library Trustees</b>	(6)	3 yrs.			Elected
Cherrie M. Dubois, Chairman	9 Meadowbrook Lane				Mar.'97
Elia A. Marnik, V. Chairman	35 Sherwood Road				Mar.'96
Christine B. Redford, Secretary	18 Maple Ridge Road				Mar.'98
William H. Diamond	236 Summer Avenue				Mar.'98
Robert J. Fields	76 Prospect Street				Mar.'96
Maria A. Silvaggi	74 Whittier Road				Mar.'97
<b>Board of Registrars</b>	(4-2 from each major party)	3 yrs.			BOS
C. Dewey Smith, Chairman	110 Grove Street		(88)	1996	
Gloria R. Hulse	107 Sanborn Lane		(92)	1997	
Martha E. Walters	20 Oakridge Road		(95)	1998	
Catherine A. Quimby	43 Linea Lane				Indef. B.V.of O

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<u>Title</u>	<u># Positions</u>	<u>Term</u>	<u>Orig. Date</u>	<u>Term Exp.*</u>	<u>Appt'g. Auth.</u>
<b>Board of Selectmen</b>	(5)	3 yrs.			Elected
Sally M. Hoyt, Chairman	221 West Street			Mar.'96	
George V. Hines, V. Chairman	35 Grand Street			Mar.'96	
Camille W. Anthony, Secretary	26 Orchard Park Drive			Mar.'97	
Daniel A. Ensminger	6 Oakland Road			Mar.'98	
W. Bruce MacDonald	67 Prospect Street			Mar.'98	

<b>Bylaw Committee</b>	(5)	3 yrs.	Mod.
Philip B. Pacino, Chairman	3 Copeland Avenue	(86)	1998
Dolores S. Carroll, Secretary	37 Johanna Drive	(87)	1996
Edward F. Murphy, Jr.	335 Summer Avenue	(84)	1997
John H. Russell	91 Spruce Road	(91)	1997
George A. Theophanis	86 West Street	(78)	1996

<b>Cable TV Committee</b>	(7)	3 yrs.	BOS
Richard B. Cohen, Chairman	48 Arcadia Avenue	(92)	1997
James A. Guarente, V. Chairman	29 Terrace Park	(83)	1996
Vacancy		( )	1996
Brendan L. Hoyt, Jr.	375 Lowell Street	(95)	1997
Kevin A. Kirwin	26 Glenmere Circle	(95)	1998
James M. Liston	200 West Street	(90)	1996
Michael M. Longo	50 Pratt Street	(93)	1998

<b>Capital Improvements Advisory</b>	(5)	3 yrs.	FinCom
<b><u>Subcommittee</u></b>			
George T. Thompson, Chairman	51 Berkley Street		1997
James A. Keigley, V. Chairman	3 Pilgrim Road		1997
Robert Cavicchi	4 Orchard Park Drive		1996
Richard E. McDonald	80 Redgate Lane		1998
Charles Peacock	84 Summer Ave.		1996

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<u>Title</u>	<u># Positions</u>	<u>Term</u>	<u>Orig. Date</u>	<u>Term Exp*</u>	<u>Appt'g. Auth.</u>
<b>Celebration Committee</b>	<b>(5)</b>	<b>3 yrs.</b>			<b>BOS</b>
Alan E. Foulds (BOS)	9 Ide Street		(95)	1997	<b>BOS</b>
William J. McLaughlin (Library)	37 Knollwood Road		(95)	1998	<b>Library</b>
Edward W. Palmer (Historical)	45 Pratt Street		(95)	1996	<b>Historical</b>
Debbie Ann Stockpole (Moderator)	186 Summer Ave.		(95)	1996	<b>Moderator</b>
Mary E. Williams (School)	82 Mineral Street		(95)	1997	<b>School</b>
<b>Comm. of Trust Funds</b>	<b>(5)</b>	<b>3 yrs.</b>			<b>BOS</b>
Robert S. Cummings, Chairman	105 Gleason Road		(90)	1996	
John J. Daly	163 Woburn Street		(95)	1998	
Dana E. Hennigar	48 Colonial Drive		(89)	1997	
Sally M. Hoyt	221 West Street (Chr. BOS)			1998	<b>B.V. ofO</b>
Elizabeth W. Klepeis	68 Tennyson Road (Treas./Coll.)			Indef	<b>B.V. ofO</b>
<b>Community Planning &amp; Development Commission</b>	<b>(5)</b>	<b>3 yrs.</b>			<b>BOS</b>
Bryan J. Irwin, Chairman	302 Woburn Street		(94)	1997	
Nancy E. Shipes, V. Chairman	33 Ashley Place		(93)	1996	
Thomas C. Baillie	33 Howard Street		(93)	1996	
Jonathan E. Barnes	41 Pratt Street		(90)	1998	
Richard D. Howard	21 Kiernan Road		(86)	1998	
<b>Conservation Commission</b>	<b>(7)</b>	<b>3 yrs.</b>			<b>BOS</b>
Nancy Eaton, Chairman	13 Short Street		(94)	1997	
Stephen A. Chapman, V. Chairman	66 Causeway Road		(93)	1996	
Michelle Keating	43 Oak Ridge Road		(95)	1997	
Harold V. Hulse	107 Sanborn Lane		(79)	1997	
David J. Danis	41 Shackford Road		(95)	1998	
Joshua Drexler	231 Van Norden Road		(94)	1998	
M. Clifton Proctor	379 Haverhill Street		(78)	1996	
Leo P. Kenney (Associate)	577 Lowell Street (Lynnfield)			1996	<b>ConCo.</b>
Joan Nickerson (Associate)	299 Pearl Street			1996	

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<b>Constables</b>	(5)	3 yrs.			BOS
Thomas H. Freeman	P.O. Box 825		(93)	1997	
Sally M. Hoyt	221 West Street		(72)	1996	
William J. Hughes, Jr.	102 Hanscom Avenue		(81)	1998	
Salvatore Mele	7 Gateway Circle		(93)	1998	

<b>Contributory Retirement Board</b>	(3)	3 yrs.			
Henry J. Boissonneau, Chairman	109 Green Street			1996	Employ.
Richard P. Foley, Town Accountant	13 Ipswich Woods Dr., Ipswich				B.V.ofO
Elizabeth W. Klepeis	68 Tennyson Road			Dec. 21 '97	Bd. Mem.

<b>Council on Aging</b>	(10)	3 yrs.		BOS
Oliver G. Brown	27 Colonial Drive		(95)	1996
Gladys B. Cail, Chairman	36 Frank D. Tanner Drive		(86)	1997
Mary J. Andreola, V. Chair	331 Summer Avenue		(89)	1998
Leonard J. Dergay	28 Van Norden Road		(91)	1997
Dorothy L. Foxon, Sec./Treasurer	23 Ash Hill Road		(89)	1997
Vacancy		( )		1998
Salvatore L. Mele	7 Gateway Circle		(92)	1996
Mary F. Mundjer	8 Frank D. Tanner Drive		(93)	1996
Naaz N. Page	25 Larch Lane		(94)	1997
Vacancy		( )		1998

<b>Custodian of Soldiers and Sailors Graves</b>	(1)	1 yr.		BOS
Francis P. Driscoll	7 Ordway Terrace		(92)	1996

<b>Employee Awards Committee</b>	(5)	1 yr.		
Vacant				BOS
Peter I. Hechenbleikner	102 Eastway		Indef.	B.V.ofO
Vacant				T.Mgr.
Vacant				
Vacant				

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<u>Title</u>	<u># Positions</u>	<u>Term</u>	<u>Orig. Date</u>	<u>Term Exp*</u>	<u>Appt'g. Auth.</u>
<b>Finance Committee (9 yrs. max.)</b>			<b>(9)</b>		<b>FinCom AppCom</b>
Stephen J. Blewitt, Chairman	45 Catherine Avenue		(93)	1997	
James A. Keigley, V. Chairman	3 Pilgrim Road		(92)	1998	
Thomas J. Green, Jr.	32 Shelby Road		(95)	1998	
Carol S. Grimm	12 Estate Lane		(93)	1997	
Gerald MacDonald	9 Bear Hill Road		(89)	1996	
Catherine Martin	521 Summer Ave.		(95)	1998	
Rocco V. Nenarella	21 Cumberland Road		(95)	1996	
Gerard A. Vitale	340 Charles Street		(94)	1997	
Nathan C. White	24 Meadow Brook Lane		(89)	1996	

<b>FinCom Appointment Committee</b>	<b>(3)</b>	<b>1 yr.</b>		
Paul C. Dustin, Chairman Moderator	3 Orchard Park Drive		1996	<b>B.V.ofO</b>
Stephen J. Blewitt Chairman, Finance Committee	45 Catherine Ave.		1996	<b>B.V.ofO</b>
Sally M. Hoyt Chairman, Board of Selectmen	221 West Street		1996	<b>B.V.ofO</b>

<b>Hazardous Waste Advisory Com.</b>	<b>(7)</b>	<b>3 yrs.</b>	<b>BOS</b>
Kevin P. Hayes	11 Echo Avenue	(92)	1998
Foy L. Johnson	16 Enos Circle	(92)	1998
Martin Offenhauser	11 Gould Street	(93)	1996
Lawrence J. Scola	28 D Carnation Circle	(95)	1997
Naaz N. Page	25 Larch Lane	(94)	1997
Regina M. Snyder	11 Jadem Terrace	(89)	1996
John G. DuPont (Associate)	206 Bancroft Ave.	(95)	1996

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<u>Title</u>	<u># Positions</u>	<u>Term</u>	<u>Orig. Date</u>	<u>Term Exp*</u>	<u>Appt'g. Auth.</u>
<b>Historical Commission</b>	<b>(5 + Associates)</b>	<b>3 yrs.</b>			<b>BOS</b>
Edward W. Palmer, Chairman	45 Pratt Street		(86)	1997	
Edward G. Smethurst, V. Chairman	86 Gleason Road		(85)	1996	
John F. McCauley III, Secretary	269 West Street		(78)	1998	
David H. O'Sullivan, Treasurer	96 John Street		(93)	1998	
Virginia M. Adams	59 Azalea Circle		(78)	1996	
William M. Fowler (Associate)	323 Franklin Street		(93)	1996	
Wilbar M. Hoxie (Associate)	31 Green Street		(93)	1996	
Gladys Montgomery Jones (Assoc.)	483 Summer Ave.		(95)	1996	
Frank P. Orlando (Associate)	210 Summer Avenue		(86)	1996	

<b>Housing Authority</b>	<b>(5)</b>	<b>5 yrs.</b>		<b>BOS</b>
William E. McIsaac, Chairman	17 Whitehall Lane		(89)	1999
Robert K. Sweet, Jr., V. Chairman	32 Baker Road		(89)	1998
Arthur J. Reynolds, Jr., Treasurer	33 Hillside Road		(89)	1997
Donald C. Allen, Asst. Treasurer	231 Forest Street (State Appoint.)			5/3/96
Jean H. Galvin	225 Forest Street		(88)	2000

<b>Housing Partnership Committee</b>	<b>(9)</b>	<b>3 yrs.</b>		<b>BOS</b>
Paul A. Kelley, Chairman	56 Sunnyside Avenue		(89)	1997
Vacancy				1998
Vacancy				1998
Jonathan E. Barnes (CPDC)	41 Pratt Street			1997
John A. Coote (Board of Appeals)	332 Summer Avenue		(93)	1996
John C. Flynn, III	49 Locust Street		(90)	1996
Camille Anthony (Bd. of Selectmen)	26 Orchard Park Drive		(94)	1996
Craig M. Tateronis	79 Glenmere Circle		(94)	1997

<b>Insurance Committee</b>	<b>(5)</b>	<b>3 yrs.</b>		<b>BOS</b>
Vacant				1997
Vacant				1998
Vacant				1998
Vacant				1996
Vacant				1996

<u>Title</u>	<u># Positions</u>	<u>Term</u>	<u>Orig. Date</u>	<u>Term Exp*</u>	<u>Appt'g. Auth.</u>
<b>Land Bank Committee</b>	(3)	3 yrs.			<b>BOS</b>
Benjamin E. Nichols, Chairman	25 Avon Street		(66)	1996	
George B. Perry, II, V. Chairman	230 Franklin Street		(82)	1998	
Edward G. Smethurst	86 Gleason Road		(88)	1997	

<b>MBTA Advisory Board</b>	(1)	Indef	<b>T.Mgr.</b>
Richard P. Foley	16 Lowell Street		

<b>(MEPA)Rep to Citizens Advisory Committee</b>	(1 + Alternate)	Indef	<b>BOS</b>
Steven G. Oston	66 Sturges Road		
Robert F. Cashins (Alternate)	12 Ash Hill Road		

<b>Metropolitan Area Planning Council</b>	(1 + Alternate)	3 yrs.	<b>BOS</b>
William F. Crowley	42 Locust Street	Dec 31, '96	
Jonathan Edwards (Alternate)	16 Lowell Street	Dec 31 '96	

<b>Municipal Light Board</b>	(5)	3 yrs	<b>Elected</b>
David M. Swyter, Chairman	98 Hartshorn Street		Mar. '97
William J. Hughes, Jr., Secretary	102 Hanscom Avenue		Mar. '98
Allan E. Ames	14 Arnold Avenue		Mar. '97
John P. Holland, Jr.	7 Woodland Street		Mar. '96
Philip B. Pacino	3 Copeland Avenue		Mar. '98

<b>Mystic Valley Elder Services, Inc.</b>	(2)	3 yrs	
Doris M. Fantasia	32 Beaver Road		9/30/98 COA
Rheta C. McKinley	4 Elderberry Lane 4-211		9/30/97 BOS

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<u>Title</u>	<u># Positions</u>	<u>Term</u>	<u>Orig. Date</u>	<u>Term Exp*</u>	<u>Appt'g. Auth.</u>
<b>RMLD Citizen Advisory Board</b>	<b>(1)</b>	<b>3 yrs.</b>			<b>BOS</b>
James P. Morris	63 Tennyson Road		(95)	1996	

<b>Recreation Committee</b>	<b>8+1 School Comm. + Alternate</b>	<b>3 yrs.</b>		<b>BOS</b>
Catherine R. Kaminer, Chairman	37 Warren Avenue		(88)	1997
David H. Bryant	113 Oak Street		(94)	1998
Christopher R. Campbell	12 Overlook Road		(93)	1996
Susan C. Cavicchi	4 Orchard Park Drive			1996 <b>SchCom.</b>
John McGrath	76 Vine Street		(93)	1997
John B. Pacino, V. Chairman	3 Copeland Avenue		(89)	1998
Gordon S. Richards	345 Summer Avenue		(92)	1996
Lorraine Z. Salter	247 Summer Avenue		(91)	1997
Andrew Vaccari	103 Rustic Lane		(95)	1998

<b>Regional School District Comm.</b>	<b>(1)</b>	<b>4 yrs.</b>	<b>Elected</b>
John B. Pacino	3 Copeland Avenue		Mar.'97

<b>Rules Committee</b>	<b>(8 No more than 6 consecutive years)</b>		<b>Precinct members</b>
Gordon A. Hodges, Jr. (Precinct 1)	380 Pearl Street		(93)
Gail F. Wood (Precinct 2)	213 Pleasant Street		(90)
William J. Marshall (Precinct 3)	11 Old Farm Road		(93)
Mary S. Ziegler (Precinct 4)	37 Red Gate Lane		(93)
Henry A. Higgott, Chr. (Precinct 5)	18 Buckingham Drive		(93)
Robert R. Lynch (Precinct 6)	24 Shelby Road		(89)
Catherine M. Powell (Precinct 7)	91 John Carver Road		(93)
Carl J. Nelson (Precinct 8)	24 Kurchian Lane		(93)

<b>School Committee</b>	<b>(6)</b>	<b>3 yrs.</b>	<b>Elected</b>
Matthew Cummings, Chairman	1243 Main Street		Mar.'97
Susan C. Cavicchi, V. Chairman	4 Orchard Park Drive		Mar.'96
Roberta C. D'Antona	68 Old Farm Road		Mar.'98
Robert L. Spadafora, Jr.	8 Deborah Drive		Mar.'98
Thomas J. Stohlman	14 Mineral Street		Mar.'96
Timothy R. Twomey	23 California Road		Mar.'97

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<b>School Building Committee</b>	<b>(11)</b>			<b>Indef.</b>	<b>Mod</b>
Roger O. Sanstad, Chairman	120 Grove Street			Citizen at Large	
Joseph A. Lupi	167 Summer Avenue			Citizen at Large	
Margaret Cowell	958 Main Street			Citizen at Large	
Roberta D'Antona	68 Old Farm Road			School Committee	
Charles Papandreou	Barrows School			School Administration	
Russell T. Graham	68 Maple Ridge Road			Town Meeting	
Robert J. Grasso	114 Gleason Road			Citizen at Large	
Paula A. O'Leary	31 Fairview Avenue			Citizen at Large	
Barbara A. Pock	134 South Street			Citizen at Large	
David Williams	117 Oak Street			Teacher Representative	
Richard Radville	115 Bancroft Avenue			Citizen at Large	

<b>Sick Bank Committee</b>	<b>(9)</b>	<b>3 yrs.</b>		
Elizabeth W. Klepeis, Chairman			1997	T.Mgr
Corrine Fischer			1996	T.Mgr
Cynthia Keenan			1996	T.Mgr
Margaret A. Campbell			1998	T. Mgr.
Richard Monroe			1996	Union
Peter Reinhart			1996	Union
Robert Ripley			1997	Union
Robert Silva			1996	Union
Joseph Veno			1996	Union

<b>Sign Review Board</b>	<b>(5)</b>	<b>3 yrs.</b>	<b>BOS</b>
Wayne A. MacLeod, Chairman	38 Minot Street	(94)	1996
Leslie McGonagle	140 Pine Ridge Road	(94)	1997
Robert J. McIsaac	267 Grove Street	(94)	1996
James F. Treacy	8 Gardner Road	(95)	1998
Geraldine Varney	64 Village Street	(94)	1998

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<b>Solid Waste Committee</b>	(7)	3 yrs.			BOS
Robert A. Brown, Chairman	37 Susan Drive		(92)	1998	
Sara C. Sabo, V.Chairman	15 Covey Hill Road		(91)	1996	
Kay E. Clark	536 Haverhill Street		(95)	1996	
Jean B. Krogh	224 Forest Street		(95)	1998	
Anne P. Mark	284 Summer Avenue		(91)	1996	
Martha Moore	110 Van Norden Road		(94)	1997	
Lynda M. Zarrow	202 Charles Street		(94)	1997	
Carol A. Nelson (Associate)	625 Main Street #32		(95)	1996	
<b>Substance Abuse Advisory Coun.</b>	(16)	3 yrs.			BOS
Marie B. Cullen	71 Lilah Lane		(95)	1997	
Marc J. Alterio	62 Oakland Road		(94)	1996	
David H. Bryant	113 Oak Street		(94)	1996	
Janet E. Cloutier	21 Warren Avenue		(94)	1996	
John E. Costigan	75 Mill Street		(94)	1996	
Patrick M. Fennelly	82 Howard Street		(94)	1996	
Gaynell Knowlton	Birch Meadow School		(94)	1998	
Michelle S. Maloney	10 Red Gate Lane		(95)	1997	
Sandra J. Michaud	37 Estate Lane		(94)	1998	
Jean Russo-Parks	750 Main Street		(94)	1997	
Lynda Wall Schmidt	60 Deering Street		(94)	1997	
Vacancy			( )	1998	
Lisa A. Sinclair	11A Carnation Circle		(94)	1997	
Steven H. Sliwoski	18 Larch Lane		(95)	1998	
David M. Stamatis	Reading Police Dept.		(95)	1996	
Shelly A. Steenrod	534 Franklin Street		(95)	1998	
<b>Town Forest Committee</b>	(3)	3 yrs.			BOS
George B. Perry, II, Chairman	230 Franklin Street		(76)	1997	
Irving E. Dickey, Jr. V. Chairman	9 Arbor Way		(75)	1996	
Benjamin E. Nichols, Secretary	25 Avon Street		(77)	1998	
<b>Water &amp; Sewer Adv. Committee</b>	(3)	3 Yrs.			BOS
Gail F. Wood, Chairman	213 Pleasant Street		(88)	1997	
Stewart D. Chipman, Secretary	94 Summer Avenue		(93)	1998	
Richard J. Moore	5 Elm Street		(94)	1996	

